[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Final Warning Notice re;** name of childdate of birth

I am sorry that you did not attend the Review Fast Track to Attendance meeting, arranged to discuss name of child’s attendance.

The recommendations of the meeting were that an application for prosecution will now be made to the Local Authority as your child has had further unauthorised absences.

Despite continuing efforts by the school,name of child’s attendance remains unsatisfactory. Between date of initial meeting and date of review meeting, your child attended XX days of school out of a possible XX school days. This gives them an attendance of XX %.

In failing to meet your legal responsibilities in this matter, you are now served a **FINAL NOTICE** that Norfolk County Council is about to begin legal proceedings against you.

We still wish to work with you to try and resolve name of child’s poor attendance and encourage you to contact me if there is anything we can reasonably do to help.

## Yours sincerely,

Member of school staff