[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Fast Track Review Panel re: -** name of pupildate of birth

Since the Initial Fast Track to Attendance meeting held on enter date, the attendance of your son/daughter name of child is XX %. Between enter dateand enter date he/she has attended XX days out of a possible XX school days.

I would remind you of the Review Fast Track to Attendance meeting arranged for enter date at time and location. I stress the importance of you attending this meeting with name of child so that we can review progress and confirm any future necessary action. Please report to the reception area at school when you arrive.

Chose option 1 or 2 and delete as applicable.

1. Where attendance has improved:

I am pleased to see this improvement in name of child attendance. I trust that we can continue to work together to maintain this improvement and avoid the need to put the matter before the Court.

Or 2. Where attendance has not improved:

I would remind you of the relevant legislation. Section 444 (1) of the Education Act 1996 states that "*if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence*." Section 444 (1A) of the Education Act 1996 also states that “*if the parent knows that the child is failing to attend regularly at the school, he is guilty of an offence*”.

Unless you ensure that name of child meets his or her attendance targets, I will have no alternative but to recommend that the Local Education Authority initiate legal proceedings against you.

If there is anything further that you wish to discuss before the meeting, please contact name of school contact.

## Yours sincerely,

Name of member of school staff