Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

Date

**School Attendance**

**Re:** Child’s Forename Surname **DOB:** XX/XX/XXXX

A Notice to Improve was issued on INSERT DATE, in relation to CHILD’S NAME attendance. In that notice, we stated that we would monitor CHILDS NAME attendance between INSERT DATES

and any further unauthorised absence would lead to a referral to the Local Authority.

Unfortunately, CHILD’S NAME has continued to be absent from school without sufficient reason, so I am writing to inform you that a referral will now be made to the Local Authority, who will consider whether it is appropriate to pursue a legal intervention.

Despite this, we still want to work with you to help CHILD’S NAME to attend school regularly. By continuing to work together, we are optimistic that we will find an approach that will enable CHILD’S NAME to have the best possible outcomes, and to access the full-time education that they are entitled to. Please contact us to discuss what further support is available.

For more information and clarification relating to school attendance and the support available, please refer to our school’s attendance policy which is available on the school website under the section titled: XXXX. If you would like a hard copy, these are available via the school office.

Yours sincerely,

*Forename and Surname*

*Position held*

Telephone number: XXXXXXXXX

Email: XXXXXXXXX