

REF: FORMAL NOTICE - Unauthorised absence

Dear Parent/Carer,

With reference to our letter dated [Letter 2 Date], [name] has now had a total of [number] unauthorised absences within [time period].

In line with our attendance policy, and the local authority's code of practice, we will now make a referral to the Local Authority Attendance Service.

Please see below table, detailing penalties for unauthorised absence:

PENALTIES FOR UNAUTHORISED ABSENCE		
TIMELINE	ONE CHILD	TWO CHILDREN
Paid within 21 days	£60 per parent/carers	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent/carers	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear in the Magistrates Court on the grounds that you have failed to secure your child's regular attendance.	You will receive a summons to appear before the Magistrates Court on the grounds that you have failed to secure your children's regular attendance.

We would also like to invite you in for a meeting with myself, Ed Hanley (Head Teacher) and Lisa Heyes (Pastoral Lead), to discuss how we can support you to help improve [name's] attendance.

Please contact the school office on **01942 877715** urgently to arrange a meeting.

Yours Sincerely,

Ed Hanley
Head Teacher

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