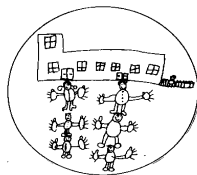


SLADEFIELD INFANT SCHOOL



HEADTEACHER
MR R MEADOWS
CHAIR OF GOVERNORS
MR A TANNER

BAMVILLE ROAD
WARD END
BIRMINGHAM
B8 2TJ

TELEPHONE: 0121-327 0662
FAX: 0121-326 0540
Email: enquiry@slfield.bham.sch.uk

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Fast-track to Attendance Formal Warning Notice

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»
Yr «YearGroup» at «SchoolName»**

DO NOT IGNORE THIS LETTER. TAKE IMMEDIATE ACTION

Your child, «ChildFirstName» has been identified as having poor attendance at «SchoolName».

To assist you, the school have offered you the opportunity to access additional support such as Early Help etc.; have invited you to attend a formal School Attendance Review Meeting; and have provided you with advice to improve your child's attendance.

Despite this, there is now a significant amount of unauthorised absence. Section 444 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/her parent(s) are guilty of an offence'.

This is a formal notice advising you that the School and the Local Authority may consider issuing a penalty notice/taking legal action against you should there be further unauthorised absence.

To avoid this you **must** prevent any further unauthorised absence.

I would strongly advise that you read the attached leaflet which will provide further guidance on getting your child to school and advice as to your legal responsibilities.

Most attendance problems can be sorted out by parents. **If your child is having any difficulties that you wish to discuss contact the school immediately.**

Yours sincerely,

Mr R Meadows
(Head Teacher)