



Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE

Sender Name
Address 1
Address 2
Address 3
POST TOWN
POSTCODE
Tel: 0300 131 2 131
Email: «name»@northyorks.gov.uk
Web: www.northyorks.gov.uk

Attendance Notice to Improve for [INSERT CHILD'S NAME, DOB & SCHOOL]

North Yorkshire Council believes that regular school attendance is essential if children are to gain the full benefit from their education. Under Section 7 of the Education Act 1996 it is the duty of all parents to ensure their children receive an efficient, full time education. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. This notice is sent to you as the parent/carer of [CHILD'S NAME], (named in this notice "the pupil") who is a registered pupil at [INSERT SCHOOL NAME].

The school has offered support to you and your family to try and help improve [CHILD'S NAME]'s attendance, including:

1. **Telephone calls.** We contacted you every day your child was absent to understand why your child was absent and to offer support with any issues your child may be having.
2. **Letters.** We wrote to you on [INSERT DATES] letting you know about [CHILD'S NAME]'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **School Attendance Panel Meeting invitations.** We invited you to meetings on [INSERT DATES] to discuss your child's unauthorised absences and to offer support to ensure that their attendance improves. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. **Bespoke support for identified barriers to regular attendance.** *Please include a summary of support you have put in place/signposted to, to support the pupil and their family to overcome identified barriers to regular attendance.*

Unfortunately, despite the support that has been offered, attendance remains a significant cause for concern. Between [WARNING START DATE] and [WARNING END DATE], [CHILD'S NAME] has failed to attend regularly at [INSERT SCHOOL NAME] which has resulted in **Insert number** sessions (half days) of unauthorised absence. Please see the attached registration certificate for details. We are very concerned that this amount of absence will have a harmful impact on [CHILD'S NAME] learning and wider development.

You now have 15 school days (3 weeks) in which to improve your child's attendance. This means that between [ENTER DATE OF LETTER] and [DATE IN 3 WEEKS], your child must show significant improvement in attendance and have no unauthorised absences from school during this period.

If there are any unauthorised absences during this time, you will be issued with a penalty notice. For the first offence in a three year rolling period, a penalty notice is charged at £80 rising to £160 if not paid within 21 days of issue. For a second offence the penalty notice is charged at a flat rate of £160. For a third offence a penalty notice cannot be issued and a Prosecution will be considered. More information regarding the national framework for penalty notices and possible legal intervention can be found in the North Yorkshire Council Code of Conduct for the use of Penalty Notices. (A penalty notice can be issued before the end of the 15 day time frame if there is no immediate improvement).

Insert School name still wants to work with you to help **[CHILD'S NAME]** to attend school regularly. Please contact **[INSERT STAFF MEMBER NAME AND CONTACT INFORMATION]** to make an appointment or arrange a phone call to discuss this notice and what further support is available.

Yours sincerely,