

**School Attendance Notice to Improve**

*(Please read this letter carefully)*

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| [Address Starts Here] |  |  |

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the child’s parent may be guilty of an offence under s.444 Education Act 1996.

You, **«FORENAME» «SURNAME»** are a parent/carer of **«Students\_Name»**, (called in this notice “the pupil”) who is a registered pupil at **«School\_Name»**.

The school have offered support to you and your family to try and help improve «Students\_Name»’s attendance, including:

1. **Telephone calls.** The school contacted you when your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter**. The school wrote to you, letting you know about «Students\_Name»’s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite**. The school invited you to a meeting to discuss your child’s unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between **«WARNING\_START\_DATE»** and **«WARNING\_END\_DATE»** the pupil failed to attend regularly at **«School\_Name»**, which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

**You now have thirty school days (6 weeks) in which to improve your child’s attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a penalty notice may be issued.**

**NB –If unauthorised absences are recorded, a penalty notice may be issued before the end of this improvement period.**

More information regarding this notice can be found on Suffolk County Council website School Attendance page [School attendance - Suffolk County Council](https://www.suffolk.gov.uk/children-families-and-learning/schools/pupil-attendance-and-welfare/school-attendance-and-penalty-notices). If you wish to discuss this notice, or discuss what further support is available within school, please contact:

Contact Name: Preferred school contact name

Telephone: contact number

Email: email address for preferred school contact

Yours sincerely

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Description automatically generated with medium confidence

Angela Coote

Head of School Attendance

Suffolk County Council

Signature

Name

Head Teacher

**«School\_Name»**.