

Statutory Attendance Support Team - Notice to Improve

Please carefully consider anything in grey to ensure you add, amend, adapt based on a case-by-case consideration.

If sending by letter:

- **Please place on school headed paper.**
- **If being sent as a letter, please ensure the full address section is completed as per the below and send to each parent via first class royal mail post.**
- **Enclose copy of 'Helping Parents understand Penalty Notice Fines for School Attendance.**

If sending by email:

- **this must be sent from an official school email address with a clear email signature.**
- **This communication should be pasted into the body of an email (rather than as an attachment), which should be sent with a read receipt requested.**
- **The 'TO' field of the email must be address to an individual parent (separate emails should be sent to each individual parent) and delivery and read receipts should be kept as evidence of delivery.**
- **The subject field should make clear the content of the communication. Please note parent/s email addresses must not be in the CC or BCC field.**
- **Attach copy of 'Helping Parents understand Penalty Notice Fines for School Attendance.**



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Title, full forename name and surname

Full address

Full address

Postcode (ensure is accurate)

School Attendance Notice to Improve

(Please read this letter carefully)

Date

Dear Title, Full Forename and Surname,

RE: Pupil Name (Date of birth) – School Absence Notice to Improve

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. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

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:

Please find below some examples of interventions schools may have implemented. It is expected that schools will amend and/or add to include only those interventions relevant to this specific pupil, ensuring that the wording in this section is bespoke and demonstrates the support first approach expected by the DfE Working Together to Improve Attendance. Please use PN Checklist to support you in considering actions.

- **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having. Please provide some specific dates and evidence if not contacted every day child was absent.
- **Letters and/or emails dated XXXXX.** 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.
- **Inviting you to (an) Attendance Support Meeting(s).** The school invited you to (a) meeting(s) to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. Our school attendance policy makes clear the consequences, should your child continue to have unauthorised absence and/or you did not effectively engage with the support offered.
- **Offered a Families First assessment.** please explain if engaged or not engaged and the outcome of any support.
- **Devising an Attendance Contract** designed to support you to ensure that «Students_Name»'s attendance improved and to prevent further unauthorised absences from being recorded.



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- **Offered Reasonable Adjustments.** Please provide evidence of what this was offered and engagement.
- **Referrals to the following support services:**
INSERT NAMES OF SUPPORT SERVICES TO WHICH REFERRALS HAVE BEEN MADE

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «**WARNING_START_DATE**» and «**WARNING_END_DATE**» (NB. Start date and end date period should not exceed ten school weeks) the pupil failed to attend regularly at «**School/Alternative Provision_Name**», which resulted in 10 sessions (half days) or more of unauthorised absence being recorded. Please see the attached registration certificate for details.

You now have 6 school weeks in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any further unauthorised absences recorded. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days.

Please note that, if you receive further penalty notices in relation to the unauthorised absence patterns of a child for whom you hold parental responsibility/day-to-day care and responsibility or you are prosecuted under section 444 1/1A Education Act 1996, you may not be eligible for further penalty notices and your case may automatically proceed to prosecution.

Please visit the Hertfordshire County Council website and search for “penalty notices” for more information about the penalty notice fine levels and maximum penalty notice limits which are detailed within the Hertfordshire Code of Conduct.

N.B. Your case may be put forward for a penalty notice/prosecution as soon as a further unauthorised absence is recorded for «**STUDENT_NAME**».

More information regarding this notice can be found in the attached information leaflet for parents. If you wish to discuss this notice, or discuss what further support is available, please do not hesitate to contact our team as soon as possible using the contact details below:

Contact Name: xxxx
Email address: xxxx
Telephone number: xxxx

Yours sincerely

Headteacher

Encl: 'Helping parents to understand Penalty Notice Fines for School Attendance