



Vigo Lane, Rickleton, Washington, Tyne & Wear. NE38 9EZ
Telephone: 0191 415 5050
Headteacher: J Price
Email: info@rickletonprimary.co.uk www.rickletonprimary.co.uk

date

parents name and address

Dear name of parent,

RE: REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

As you are aware under the 1996 Education Act, all parents are required to ensure that a child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any special education needs they may have. It is unfortunate that I must contact you once again about (child's name) attendance. We have for some time tried to support you to improve (child's name) attendance in accordance with our school policy by way of letters, telephone contact and meetings.

Unfortunately, (child's name) school attendance is still causing concern. At the date of writing (child's name) attendance is xx% and has attended school on xx occasions out of a possible xx when the school was open for instruction under the Education Pupil Registration Regulations 2006; xx of these absences were considered to be unauthorised.

As we have explained to you in the past, a parent can offer an explanation for their child's absence but the law clearly states that it is the Headteacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified. Our Attendance Policy outlines the procedures for dealing with a pupil's absence and is available to Parents via the school website.

As (child's name) attendance has not improved I have no other alternative but to refer this matter to the Local Authority's Attendance Team. This Team has a statutory duty to investigate matters of on-going poor school attendance and to consider formal statutory action.

Under Section 444 of the Education Act 1996, a criminal offence is committed if a registered pupil does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents if a child has missed 20 or more sessions without permission from the school, the Local Authority Attendance Team can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I would strongly recommend you cooperate and work with the Local Authority Attendance Service to prevent the need for legal action. If you wish to discuss the content of this letter further please contact me.

Yours sincerely

Mrs J Price
Headteacher