

04 February 2025

NAME

ADDRESS

Dear Parent/carer name here

Re: X DOB: XXX School: ALC – Secondary Campus

Since I last contacted you, X's attendance has not improved significantly.

Regular attendance is extremely important as research shows that missing school can have a negative impact on learning and wellbeing. I am sure you are aware it is a legal requirement that your child attends school.

I would like to invite you to attend a meeting at the school on (DATE AND TIME HERE) to discuss X's attendance. Please email me to confirm your attendance at this meeting or to rearrange the meeting to a more convenient time. If you do not attend the meeting then a referral will be made to the Education Welfare Officer, which is likely to result in a Fixed Penalty Notice being issued.

A Fixed Penalty Notice can be issued to parents of children who have 5 or more days of unauthorised absence from school, including holidays. The fine is £120 unless paid within 28 days when it is £60.

Yours sincerely

Mr J Humphreys

Associate Assistant Headteacher

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