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14/09/2026

Mrs Jane Sample  
Sample House  
123 Sample Street  
Sample District  
Sampletown  
County Sample  
EX1 2PL

**Name: Jonathan Sample - DOB: 01/01/2012**

**Class: 9A**

Dear Mrs Sample

**RE: REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM**

As you are aware under the 1996 Education Act, all parents/carers 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 educational needs they may have. It is with extreme disappointment that I must contact you once again about Jonathan's attendance. We have for some time tried to support you to improve Jonathan's attendance in accordance with our school policy by way of letters, telephone contact, meetings etc.

Unfortunately, Jonathan's school attendance is still causing concern. At the date of writing Jonathan's attendance is 83.3% and has attended school on 125 occasions out of a possible 150 when the school was open for instruction under the Education Pupil Registration Regulations 2006; 5 of these absences were considered to be unauthorised. As we have explained to you in the past a parent/carer can offer an explanation for their child's absence, but the law clearly states it is the Headteacher's decision as to whether it is felt the explanation offered by a parent/carer for an absence is justified. Our attendance policy outlines the procedures for dealing with a student's absence and is available to parents/carers via the school website.

As Jonathan's 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 ongoing 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 student does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents/carers if a child has missed 10 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

A handwritten signature in black ink, appearing to read 'C Faithfull'. The signature is written in a cursive, flowing style with a horizontal line underlining the name.

Charlotte Faithfull

Headteacher