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Headteacher: Mrs Charlotte Faithfull

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www.hartplain-jun.hants.sch.uk

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

Serious Attendance Concerns

Dear Mrs Sample

As a parent/carers you have a legal responsibility to ensure that your child attends school regularly. As your child Jonathan has an unsatisfactory level of attendance, which is 83.3% and there have been 5 sessions of unauthorised absence to date, your child's attendance will be monitored from 01/09/2025 to 15/10/2025.

During this monitoring period attendance and punctuality will be recorded daily. Your child will be expected to have 100% attendance unless medical evidence is provided.

All children of compulsory school age who are registered students at a school must attend regularly and punctually. It is your responsibility as a parent/carers to ensure this. Should your child fail to attend regularly and punctually the school may consider referral to the Local Authority.

The Local Authority has a duty to ensure that you fulfill your statutory responsibilities in relation to school attendance of your child. You may be invited to answer questions under caution in accordance with the Police and Criminal Evidence Act 1984. The Local Authority will then decide whether to take legal action against you that could mean applying for an Educational Supervision Order, issuing you with a Penalty Notice - which is a Fixed Penalty fine or prosecuting you under Section 444 of the Education Act 1996. Since August 2024, the fine for school absences across the country is £160, reduced in the first instance to £80 if paid in 21 days.

In case of repeated fines, if a parent/carers receives a second fine for the same child within any three year period, this will be charged at the higher rate of £160.

Fines per parent/carers will be capped to two fines within any three year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500 or up to 3 months' imprisonment.

If your child is experiencing any difficulties affecting attendance at school or you have any queries, please contact Sarah Atkins on 02392 263200 or via email s.atkins@hartplain-jun.hants.sch.uk to discuss this further.

Yours sincerely

A handwritten signature in black ink, reading 'Charlotte Faithfull'. The signature is written in a cursive style with a horizontal line underlining the name.

Charlotte Faithfull

Headteacher