



PRINCIPAL: CLAIRE COATES
CHIEF EXECUTIVE: STEPHEN MUNDAY CBE MA



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<date>

Dear Parent and Carer

Re: Attendance of <forename> <surname> (<TG>)

Further to our previous communication, I am writing to advise you that <forename>'s attendance has not significantly improved. I enclose a record of <forename>'s attendance, which currently stands at <percentage_attendance>%. <Forename> has been absent from school for <total_authorized_absences> <total_unauthorised_absences> sessions over the last weeks.

As a parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that you child attends the school at which he/she is registered, regularly and punctually.

With effect from September 2015 schools have been advised by the government's Department of Education (DfE) that the Persistent Absence (PA) threshold will be reduced to 10%. Until this date it has been 15%.

This means that if a child/young person has an overall attendance of 90% or less over a given period, they will be classified as a persistent absentee pupil.

I am therefore writing to inform you that as attendance failed to improved, the case will be referred to Cambridgeshire County Council for a Penalty Notice fine to be issued.

Please contact the attendance office, or <forename>'s Year team to discuss this matter further.

Yours sincerely

{Ms Boyns}

Vanessa Popplewell
Attendance Officer
c.c. Education Welfare Officer
Enc. Record of attendance

