[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Outcome of internal Fast Track review re;** name of childdate of birth

Further to the Review Fast Track to Attendance meeting held on enter date, I reviewed child’s name on enter date. Please find a copy of child’s name’s current attendance record.

The recommendation is that the case will be referred to the Local Authority for consideration of prosecution as your child has had further unauthorised absence from school.

Despite continuing efforts by the school,name of child’s attendance remains unsatisfactory. Between date of initial meeting and date of internal review meeting, your child attended XX days of school out of a possible XX school days. This gives them an attendance of XX%.

In failing to meet your legal responsibilities in this matter, you are now served a **FINAL NOTICE** that Norfolk County Council is about to begin legal proceedings against you.

We still wish to work with you to try and resolve name of child’s poor attendance and encourage you to contact me if there is anything we can reasonably do to help.

Yours sincerely,

Member of school staff