[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

**Initial Fast Track to Attendance Panel re:** name of childdate of birth

Regular school attendance allows your child to improve their life chances by taking full advantage of the educational opportunities available to them. From our recent contact with you, you will be aware that we have concerns about your child’s school attendance. Between enter dateand enter date he/she has only attended XX days of school out of a possible XX school days. This is an attendance level of XX %.

I am keen to work with you to secure an improvement in name of child’s attendance, so I would like you and name of child to attend an initial Fast Track to Attendance meeting at name of school on enter date at time am/pm. The purpose of this meeting is to look at the reasons for absence, identify strategies to improve attendance, agree a supportive action plan and set an attendance target. Please report to the reception area at school when you arrive.

It is the legal responsibility of parents/carers to ensure their children attend their registered school on time each day. I must inform you that unless there is an improvement in name of child’s attendance, the school will have to recommend that the Local Education Authority place this matter before the Magistrates Court. Parents who are seen to fail in their duty can be brought before the Magistrates Court where a maximum £2,500 fine and/or a prison sentence of up to three-months can be imposed. The Local Education Authority also has a duty to consider an application to the Family Proceedings Court for an Education Supervision Order. An order allows a supervising officer appointed by the courts to give directions to you and/or your child aimed at ensuring regular attendance.

If you have a valid reason not to attend this meeting, please contact me on the above number and I will arrange an alternative appointment.

I hope that we can work together to ensure that name of child**’**s attendance improves.

Yours sincerely,

NAME OF MEMBER OF SCHOOL STAFF