Date:

Our Ref: 15 day PN Warning

Reply to: Mr Michael Bissett

At: Waterleat Road

Parent

Address

Address

Address

Dear Parent

**FORMAL WARNING OF POSSIBLE ISSUING OF PENALTY NOTICE FOR UNAUTHORISED ABSENCE FROM SCHOOL**

**Pupil Name: DOB:**

The Academy has concerns about the amount of time (Student Name) is missing from school; her attendance figure was discussed with the Attendance Improvement Service at Torbay Council who may issue you with a Penalty Notice for your child’s unauthorised absences from Paignton Community & Sports Academy.

Penalty Notices can be issued where a pupil has accrued at least 10 sessions (5 days) to unauthorised absence in a six month period. To date, (Student Name) has recorded **0** unauthorised absences between 00/00/0000 and 00/00/0000.

Before the Local Authority make a decision on whether to issue a Penalty Notice, you will be given an opportunity to improve (Student Name)’s attendance for a period of **15 school days** between **00/00/0000** and **00/00/0000**. **No** unauthorised absences must be recorded during this time.

The School and the Attendance Improvement Service will review (Student Name)’s attendance and if insufficient improvement has been made, you may be issued with a Penalty Notice immediately. The Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days.

Failure to comply with a Penalty Notice could result in prosecution for failing to ensure (Student Name) has regular school attendance and a fine not exceeding £1,000.

**Please can I remind you that medical evidence is required to support any absences that (Student Name) may have due to illness before the absence will be authorised.**

Please note: If your child’s attendance does improve over the 15 day period but then deteriorates and further unauthorised absences are recorded, a Penalty Notice may be issued without further warning.

Yours sincerely

**Mr Michael Bissett**

**Attendance & Welfare Officer**