Date:

Our Ref: Att review meeting

Reply to: Mr M Bissett

At: Waterleat Road

Address

Dear Parent

**Re: (Student Name)**

I am disappointed you did not attend the meeting we arranged today (Date); I remain concerned about (Student Name)’s attendance and had hoped that we could discuss those concerns.

(Student Name)’s attendance will continue to be monitored for a period of 15 days between **Date and Date. No unauthorised absences must be recorded during this time; otherwise a referral will be made to the Local Authority for legal action to be taken.**

Please can I remind you that you have a legal duty, as a parent, to ensure that your child accesses education on a regular basis.

##### *The Education Act 1996, Section 444 quotes:*

*Parents/carers have a legal duty to ensure their child who is of compulsory school age receives an efficient, full time education. Parents/carers are therefore committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered, unless the absence has been authorised by the school.*

If you wish to discuss this with me further please do call me on the number above.

#### Yours sincerely

### Mr Michael Bissett

### Attendance & Welfare Officer