

Letter 4

WARNING

Of the possible issuance of a Penalty Notice for failing to secure regular School attendance- section 444 Education Act 1996.

Dear....

Since our previous letter 24.10.19 and messages left for you to contact the Academy I am writing to express my continued concern at (Name)'s recent levels of absence. (Name) has accrued above 8 sessions of unauthorised absences in the previous 12 weeks. Please see attached registration letter.

The table below shows the impact of whole days absent and lost learning hours in **one school year**.

Descriptor	Attendance	Days Absent	Lost Hours of Learning
Excellent	100% - 99%	Up to 2	Up to 10
Good	98% - 96%	Up to 8	Up to 40
Requires improvement	95% - 91%	Up to 18	Up to 90
Persistent Absentee	90% - 86%	Up to 28	Up to 140
Critical	85% or less	Up to 38	Up to 190

As your child is of statutory age and not attending Oakfield Academy regularly, you as the parent maybe guilty of an offence under section 444 of the Education Act 1996.

You have fifteen school days from DATE in which to improve your child's attendance. Should any unauthorised absence occur during this period either a Penalty Notice will be issued or a referral to Team Around the School (TAS) will be made.

If there are no unauthorised absences within the monitoring period and no penalty notices is issued, Oakfield Academy will continue to monitor your child's attendance for the following three months up to DATE. If there are any further unauthorised absences during this three month period a Penalty Notice may be issued without further warning.

If you have any queries regarding this letter please contact me.

Yours Sincerely

Head of Year