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Dear Parent Name

**School Attendance Concerns – Penalty Notice Requested - Pupil Name (DOB)**

I am writing to inform you that a request has been made to Somerset Council for a penalty notice to be issued to you in relation to pupil name’s unauthorised absences from school. Please see the attached Registration Certificate.

Pupil name’s attendance is currently 0.0 per cent and they have 0 unauthorised absences.

Penalty notices are issued to parents under Section 444 of the Education Act 1996 when their child does not attend school regularly and those absences are unauthorised. They are also issued in line with statutory guidance and the Somerset Penalty Notice Code of Conduct.

Penalty notices are for a fixed amount of £160, but a reduced rate of £80 may be payable, if paid within 21 days.

If you would like to discuss ways to work together to improve pupil name’s attendance, Please contact me via Edulink or by email at oakfield@oakfieldacademy.org.uk.

Your sincerely

Head of Year

Enc. Registration Certificate