



Ref: (1) 1stNC/

DATE

ADDRESSEE
ADDRESS
ADDRESS
BIRMINGHAM
POST CODE

Dear

Re: FULL STUDENT NAME – (DoB: ??/??/2003) Year / Tutor –
Registered Student at: Waseley Hills High School

SCHOOL ATTENDANCE – FIRST NOTICE

This letter is further to previous correspondence, visits to your home address when visiting slips were left requesting that you contact me and an invitation to meet with me to discuss your child's attendance. Unfortunately to date I have not heard from you.

Section 444 of the Education Act 1996 states:

“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his / her parent is guilty of an offence.”

You are therefore now put on notice that if your child continues to accrue unauthorised absences we will consider referring the matter for consideration of legal enforcement action.

I remind you that school requires medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional's note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child's name on it and a date relevant to the absence. If medical evidence is not provided an absence will remain unauthorised.

If you wish to discuss this letter or any matters affecting your child's ability to attend school please contact me.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely

Headteacher: Mr. A. Roll

School Road, Rubery, Birmingham B45 9EL

Tel: 0121 453 5211 Email:office@waseleyhills.worcs.sch.uk

www.waseleyhills.worcs.sch.uk