



Ref: (3) FinNR/

DATE

ADDRESSEE
ADDRESS
ADDRESS
BIRMINGHAM
POST CODE

Dear

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

IRREGULAR SCHOOL ATTENDANCE – FINAL NOTICE – RESPONSE REQUIRED

School records show that your child's attendance is now _____% which includes _____ sessions of unauthorised absence. Therefore their attendance is deemed to be irregular.

S444 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 the parent of the child shall be guilty of an offence." Attending regularly also includes a requirement to attend punctually.

In light of the number of recorded unauthorised absences, consideration will now be given as to whether an offence may have been committed under the Education Act.

TAKE NOTICE this matter will be forwarded to our legal services department for their consideration and should you have any information, details or wish to make representations regarding the unauthorised absences then please let me have these in writing within 14 days so they can be included in the papers forwarded to the legal team.

The Local Authority may commence legal proceedings against you under the provisions of the Education Act 1966, in respect of this matter and / or any further complaint received from the school, or other places of learning. In the event of your conviction by a Magistrates' Court, you may be liable to a fine of up to £2500 and / or the possibility of imprisonment for up to 3 months per offence.

Additionally, I am required to inform you that the Local Authority has a statutory duty to consider applying for an Education Supervision Order in respect of your child, together with a duty to consult with the Social Services Department.

Dated this _____ day of _____

Yours sincerely

Headteacher: Mr. A. Roll

School Road, Rubery, Birmingham B45 9EL

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www.waseleyhills.worcs.sch.uk