



Ref: (4) FinHR/

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 – PENALTY NOTICE S444 EDUCATION ACT 1996

In view of the fact that (child's name)'s school attendance has not improved since you were issued with a First Notice, on receipt of this letter you are being given the opportunity to take such steps as to ensure your child's attendance at school improves.

The Worcestershire County Council Code of Conduct allows for a period of 15 school days from (1<sup>st</sup> day of notice) to (last day of notice) inclusive, in which time (child's first name) must have **no unauthorised absence**.

Under the Education Act 1996, for failing to ensure the regular attendance of your child, the Local Authority may issue you with a Penalty Notice as an alternative to prosecution. Therefore, if there are any unauthorised absences within these specified 15 days, a referral will be made to the Local Authority for consideration of legal enforcement action and a Penalty Notice may be issued to you.

In pointing out the law to you in this way, I am simply making clear your obligations to your child and I hope most sincerely that you will take such steps as would render such a course of action unnecessary.

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](http://www.waseleyhills.worcs.sch.uk)