**Example letter warning of Penalty Notice for unauthorised absence**

X Academy

5 April 2023

Full Legal Name of Individual Parent/Carer

XXX Meadow Lane

Nottingham

NG7 5HP

Dear Full Legal Name of Individual Parent/Carer

**PENALTY NOTICE WARNING**

Child X (dob XX/XX/XXXX)

The registers at X Academy show that, to date, your child has missed X days (X sessions) of school due to unauthorised absences over the last X weeks.

You, as parent, have legal responsibility under Section444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child’s attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated absence periods. This would include circumstances where a parent/carer has already had two fines for (child’s name) over a 3-year rolling period.

Should your child (Insert name) any further absence which result in them having 5 days (10 sessions) over a 10-week rolling period we will request that the local authority issue a penalty notice of up to £160 for each child who is absent. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school’s decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Mr XXX XXXX

Assistant Principal