**Example letter advising parent that school are referring for enforcement only**

Our Ref:

Full Legal Name of Individual Parent/Carer

XX Meadow Lane

Nottingham

NG7 5HP

Dear Full Legal Name of Individual Parent/Carer

Unfortunately since our recent contact with you sharing concern around XXXX’s school attendance there has been no improvement. As you do not consent to support to improve XXXX’s attendance the school have made a referral for enforcement action to the Local Authority.

Yours sincerely

Mr xxxxxxxxx

Assistant Principal