**Example Letter – Attendance Contract not working and it is being terminated because attendance has not improved**

Dear xxx

**Re: Child Name**: xxx **DOB**: xxx **School:** xxx

It is disappointing that despite our offers of support, <<forename>>’s attendance has failed to improve sufficiently. In our warning letter dated xxx, we warned that the Attendance Contract would be terminated if attendance did not improve. This is detailed in our attendance policy and in the Attendance Contract that was agreed between us on xxx. As <<forename>>’s attendance has not improved, we are now terminating the Attendance Contract.

As per our attendance policy, we will now be referring this matter to the Local Authority for enforcement actions to be considered. The Local Authority could issue a Penalty Notice Fine, or initiate legal proceedings through the Magistrates court for failing to ensure regular school attendance of your child under **Section 444 Education Act 1996.** This may result in afine of up to **£2500 and/or 3 months in prison**.

Offers of support remain open to you and <<forename>>. If you have queries or want support, please contact me.

Yours sincerely

Attendance Officer / Head of Year / Headteacher or other relevant Pastoral Personnel

Enc. Record of attendance

Attendance Leaflet (delete if not appropriate)