

**Targeted Services**

(District Office Address inc LST)

(District Office Address)

(District Office Address)

(Post Code)

Telephone: (Tel no)

Facsimile: (fax no)

E-mail: (EWW name) @staffordshire.gov.uk

Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

\*Restricted\*

Please ask for: (EWW name)

**Name and Address**

My ref: /PN2

Date:

Dear **Insert Parents/Guardians Full Name**

Penalty Notice – S.444 Education Act 1996 (inserted by S23 of the Anti Social Behaviour Act 2003)

It has come to my attention that your son/daughter, **Insert Pupil's Name**, has recently been in irregular attendance at **Insert Name of School**.

Section 444(1) of the Education Act, 1996 says:

"If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his (her) parent /guardian is guilty of an offence."

If the reasons given for your child's irregular school attendance are not satisfactory, then the Education Committee may issue you with a Penalty Notice for failure to comply with the law.

On receipt of this letter you are being given the opportunity to take such steps as to ensure your child's attendance at school. The Staffordshire County Council protocol allows **20 school days** from **Insert Date** to **Insert Date** in which time **Insert Pupil's Name** must have no unauthorised absence. Failure will result in a Penalty Notice being issued to you.

In pointing out the Law to you in this way, it merely serves to reinforce your obligations to your child; I hope most sincerely that you will take such steps as would render such a course of action unnecessary.

Yours sincerely

**Printed Name and designation**

On behalf of

