

Blakehill Primary School
Highfield Road
Idle
Bradford
BD10 8QN

Telephone: 01274 414355
Fax: 01274 414356
Email: office@blakehill.bradford.sch.uk
www.blakehillprimary.co.uk
Headteacher: Mrs L Keighley



Enforcement Letter 1

<Date >

Dear **<Name of Parent>**

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Regular attendance at school is a major focus for the Department for Education (DFE) and Bradford Council. In an effort to improve pupil's school attendance, schools and the council work together to challenge parents who fail to ensure their children attend school regularly without any known justifiable cause.

<name of pupil>'s attendance this academic year is currently <attendance percentage>%. This is considerably below what our school, the government and Bradford Council considers to be a level of attendance recommended for children to achieve their educational potential. Please note that parents are advised to provide an explanation for their child's absence. Absences through illness will no longer be authorised without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card.

I will be monitoring your child's attendance for the next 3 weeks. Should there be any further unauthorised absences I will invite you to an Attendance Panel Meeting. It is the Headteacher's decision as to whether to accept any parental explanation for absence. Please be aware that pupils arriving to school after the official close of registers will be marked as 'unauthorised absent' unless there are legitimate reasons for your child's late arrival.

Every day in school counts towards <name of pupil>'s future, and I thank you in advance for supporting <name of school> in ensuring excellent school attendance.

If you are experiencing any difficulties, or do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

Mrs Gould

Blakehill Primary School
Highfield Road
Idle
Bradford
BD10 8QN

Telephone: 01274 414355
Fax: 01274 414356
Email: office@blakehill.bradford.sch.uk
www.blakehillprimary.co.uk
Headteacher: Mrs L Keighley



Enforcement Letter 2

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

You will recall that I wrote to you on <date of Enforcement Letter 1> regarding <name of pupil>'s poor attendance at school. I enclose a copy of <name of student>'s registration certificate, showing that since (date), <name of student> has had <number of unauthorised sessions> sessions of unauthorised absence. You will notice that further unauthorised absence has occurred.

Unfortunately, <name of pupils>'s attendance has failed to improve sufficiently. <name of student>'s current attendance is <attendance percentage>%. I am therefore inviting you to attend an Attendance Panel Meeting. The meeting is scheduled to take place at <name of school> on <date> at <time>. You will be asked to agree to a parenting contract to support <name of student>'s attendance at school. If you are unable to attend the meeting or require an interpreter, please contact me as soon as possible.

Absences through illness will no longer be authorised for your child without medical evidence, for example a letter from your doctor, a copy of your child's prescription or an appointment card. It is your responsibility to ensure that you inform the school of any absences through illness and to provide the appropriate medical evidence.

I must remind you that it is a parent's responsibility to ensure that their children receive an education. This is stated in Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence".

Should you be prosecuted for failure to ensure <name of student>'s regular attendance at school, you may be sentenced to a fine of up to £2,500 and/or a 3-month custodial sentence.

If you are experiencing any difficulties, or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely

Mrs Gould

Blakehill Primary School
Highfield Road
Idle
Bradford
BD10 8QN

Telephone: 01274 414355
Fax: 01274 414356
Email: office@blakehill.bradford.sch.uk
www.blakehillprimary.co.uk
Headteacher: Mrs L Keighley



Enforcement Letter 2 Parent did not attend

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

I am sorry you were unable to attend the Attendance Panel Meeting today. However, the importance of this meeting cannot be stressed enough as <name of pupil>'s school attendance continues to be irregular with many unauthorised absences. I enclose a copy of <his/her> registration certificate, which shows that <name of pupil> has attended <attendances made> out of a possible <sessions available> sessions at school; <unauthorised sessions> of which are classed as unauthorised absence.

The decision has therefore been taken to continue to monitor your child's attendance until <date of review>. At that point your child's attendance will be reviewed, and if they are still causing a concern, a decision will be made as to what further action will be taken.

The school may continue to unauthorise future absences unless medical evidence is provided. Medical evidence may include appointment cards, copies of prescriptions, letters from specialists etc.

I continue to be available to you to offer support regarding <name of pupil>'s school attendance, therefore please do not hesitate to contact me to discuss the situation further.

Finally, I must remind you that the Education Act 1996 states that it is the responsibility of the parent/carer to ensure that their child regularly attends the school at which they are on roll. A failure to do this could result in legal action being taken by Bradford Council.

Yours sincerely

Mrs Gould

Blakehill Primary School
Highfield Road
Idle
Bradford
BD10 8QN

Telephone: 01274 414355
Fax: 01274 414356
Email: office@blakehill.bradford.sch.uk
www.blakehillprimary.co.uk
Headteacher: Mrs L Keighley



Enforcement Letter 3

<Address>

<Address>

<Address>

<Address>

<Date >

Dear <Name of Parent>

Name of Child: <name of pupil>

DOB: <date of birth>

Attendance Percentage: <attendance percentage>%.

Despite previous attempts to improve <name of pupil>'s poor attendance at <name of school> I remain concerned at the level of unauthorised absence. I enclose a copy of <name of pupil>'s registration certificate, showing that since (date), <name of pupil> has had <unauthorised sessions> sessions of unauthorised absence. **You will be aware from previous contact from me that you are legally responsible for the regular attendance of your child at school.**

Following a thorough assessment of this case, the decision has been made to refer your child's poor attendance to Bradford Council. Bradford Council will now be conducting a criminal investigation and considering whether or not to instigate legal proceedings against you for an offence under Section 444 of the 1996 Education Act:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence"

The Local Authority will be in contact with you shortly, and in the meantime I would urge you to ensure your child attends school regularly. If you are experiencing any difficulties or you do not understand aspects of this letter, please contact me on the above telephone number.

Yours sincerely

Mrs Gould