

This matter is being dealt with by:

Direct line/ext :

Direct fax:

Email :

Date:

Dear parent/carer,

Re: Fast-track to Attendance

In partnership with Enfield Education Welfare Service, SCHOOL NAME will introduce the '**Fast-track to Attendance**' scheme for parents who fail to ensure that their children attend school regularly. This is an essential part of the government's drive to improve educational achievement and ensure that all parents fulfil their responsibility to ensure regular school attendance. This letter is being sent to all parents so that the responsible majority are aware of the action that will be taken with respect to parents whose children are missing school. It is also, of course, an opportunity for some to make improvements before becoming involved in the process.

If your child has good attendance (95% or above), then this process will not apply to you or your child, and you will be receiving this letter for information only. The following will then not apply to you:

Parents whose children are failing to attend school regularly without good reason can face prosecution within twelve weeks of being informed that improvements need to be made. This can lead to a maximum fine of £2,500, up to three months imprisonment and a criminal record. Alternatively, parents can be issued with a **Fixed Penalty Notice** of £60, rising to £120 if not paid within 28 days. This penalty is also applicable where parents take children on holiday without authorisation from their school's head teacher and where there has been continued late arrival after the school register has closed. Another possible course of action is an application to the Family Court for an **Education Supervision Order**.

In the first instance, you may receive a letter advising you of your child's **overall attendance percentage** and advising you to ensure that his/her attendance improves. If no improvement is seen in the following weeks, you will be offered an appointment to attend a formal meeting to discuss the matter. If there is still no sustained improvement, you will be invited to attend a **Court Assessment Meeting**, where a decision on legal action will be made.

During the fast-track procedure, your child's absences will remain unauthorised unless medical evidence is provided should your child be absent through illness.

What Can You Do To Help?

1. Ensure that you develop a routine that allows your child to get to school on time in the morning and ready for learning.
2. Make sure your child attends school each day and on time.
3. Praise your child when their attendance is good.
4. If your child is sick or prevented from attending for any unavoidable reason, contact the school on the first day of absence. You may be asked to allow your doctor to provide relevant details of your child's medical records.
5. Speak to the school or Education Welfare Service if your child is reluctant to go to school for any reason.
6. Seek permission from the school, giving details, well in advance if there is an important matter requiring your child to be absent from school.
7. If you receive a letter, about your child's attendance, *do not* ignore it. Failure to cooperate with the Education Welfare Service could result in the matter proceeding to the Magistrates' Court more rapidly.

If you have any worries/concerns please do not hesitate to contact the Education Welfare Service on 0208 379 3745.

Yours sincerely



Sharon Clarke
Operations Manager
Enfield Education Welfare Service.