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Dear Click here to enter recipient name.

Click here to enter a subject.

Re:

Date of Birth:

Registered pupil at:

SCHOOL ATTENDANCE – NOTICE OF ATTENDANCE CONCERN

This letter is further to my previous correspondence, home visits and conversations with you.

As explained to you Section 444 of the Education Act, 1996 states:

“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 is guilty of an offence.”

To confirm our discussion, you are now on notice that if your child continues to accrue unauthorised absences, we will consider referring the matter for consideration of legal enforcement action.

As referred in the Whole School Attendance Policy you are reminded that school requires medical evidence in order to authorise any absence incurred due to illness. Appropriate medical evidence can be a health professional's note or letter, an appointment card, a prescription or sight of any medication. Whatever is produced must have the child's name on it and a date relevant to the absence. If medical evidence is not provided an absence will remain unauthorised.

If you wish to further discuss this letter or any matters affecting your child's ability to

attend school please contact me.

Your child's attendance will continue to be monitored closely and an immediate and sustained improvement is hoped for so that further action does not become necessary.

Yours sincerely

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