

Example Letter – Invite to Panel

Dear

Name of Child – DOB - Attendance Panel

Following our meeting regarding **Insert Child's Name's** attendance, we regret to inform you that **Insert Child's Name's** attendance has not improved to the required levels and is currently %.

Parents/carers have a legal responsibility to ensure that their child is receiving an education and attends regularly at the school at which **He/She** is registered. You also have a responsibility to contact the school each day should the child be unable to attend for any reason.

You are therefore requested to attend an Attendance Panel on **Date, Time and Venue**. You are welcome to bring a friend/colleague to support you.

This meeting will also be attended by **INSERT NAME** from the school and **INSERT NAME** from Dorset Council's School Attendance Team. **INSERT SCHOOL** values the working partnership we have with parents and it is important that you attend this meeting so that any issues or concerns which may be contributing to **Insert Child's Name's** non-attendance can be discussed.

The panel can recommend several outcomes, including a further **INSERT TIMESCALE** period of close monitoring with specified targets for attendance, issuing a penalty notice warning letter or seeking a prosecution in the Magistrate's Court which could result in a fine of up to £2,500.

Please telephone or email to confirm receipt of this letter, and your intention to attend the meeting by contacting **INSERT NAME AND PHONE NUMBER/EMAIL**. Dorset Council has already been made aware of **Insert Child's Name's** current attendance.

Yours sincerely,

Headteacher's signature

Name

School