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**OFFICIAL WARNING LETTER
EDUCATION ACT 1996
CHILDREN ACT 1989**

Dear

The punctuality of your child,, a registered pupil at, School, has been reported to the Local Authority. A parent or carer's duty is to ensure that their children attend school punctually is outlined in Section 7 of the Education Act 1996, which states that "*the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have either by regular attendance at school or otherwise*".

The lateness has been confirmed as being contrary to the provisions of this act. I must therefore warn you that unless there is an immediate and sustained improvement in 's punctuality, legal proceedings may be instigated against you, as the person with parental responsibility, under Section 444 of the Education Act 1996.

Subject to the provisions of these Sections of the Act, any person guilty of an offence shall be liable, on summary conviction, to a fine of up to £2,500 (two thousand, five hundred pounds), and/or a possibility of imprisonment for up to 3 months.

Under the Police and Criminal Evidence Act 1984, I must therefore inform you that:
"You do not have to say anything. But it may harm your defence if you do not mention when questioned something you later rely on in court. Anything you do say may be given in evidence".

Application may also be made for..... to be directed to the Family Court, which may result in your child being made the subject of an Education Supervision Order under the Children's Act 1989. Such an order suspends certain parental rights with regard to the education of their children.

Yours sincerely

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Officer's Name

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Officer's Designation

