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Date: .....

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

Dear .....

The very irregular attendance 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 regularly and punctually as 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 attendance 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 attendance, 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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Tarehe (Date):  
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**BARUA LA ONYO RASMI  
SHERIA YA MASOMO YA MWAKA WA 1966  
SHERIA YA SHUGHULI ZA WATOTO YA MWAKA 1989**

Kwa.....

Vitendo vya..... vya kutohudhuria shule mara kwa mara akiwa ni mtoto ambaye amesajiliwa katika shule ya..... zimeripotiwa kwa serikali ya mtaa. Ni jukumu la mzazi au mwangalizi mtoto kuhakikisha kuwa mtoto wake ana hudhuria shule katika muda wote bila kuchelewa kufuatana na kifungo cha saba [7] cha sheria ya masomo ya mwaka wa 1966 na hii inaarifia vifuatavyo:

*“mzazi wa mtoto ambaye ni wa umri wa kulazimika kupata masomo ni lazima kuhakikisha kuwa mtoto wake anapata masomo ya kudumu; yanaofaa umri wake, uwezo, kipaji, na kutolowa masomo maalum ikiwa yeye anayahitaji kwa kuhudhuria shule ya muda wote au kwa njia ingine”.*

Kutohudhuria shule kwa mwanao kumehakishiwa ni kinyume cha masharti ya sheria hii. Kwa sasa ninakuonya kuwa kama hakutakuwa na maendeleo mfulizo na ya haraka kwa..... kuhudhuria shule, mashtaka itaanizishwa dhidi yako, kwa sababu wewe ndie mtu alie na jukumu la uzazi kuambatana na sehemu ya 444 katika sheria ya shule ya elimu ya mwaka wa 1966.

Kwa masharti ambao yanategemea sehemu ya sheria hii, mtu yeyote anayepatikana na hatia anawajibika kisheria; au akionekana na hatia papo hapo, hutozwa faini isiozidi paudi elfu mbili na mia tano [£2,500] na pia kuna uwezekano wa kifungo cha jera kizio zidi muda wa miezi mitatu [3]

Kuambatana na sheria ya police na ushahidi wa makosa ya jinai katika sheria ya mwaka 1984 ninapaswa kukutahadharisha vifuatavyo:

*“Huwajimbiki kujibu maswali au kusema jambo lolote, lakini jua kuwa utadhuru utetezi wako ikiwa hutajibu swali ukayoulizwa na baadaye utoe sababu zako au ujibu maswali katika mahakama kuhusu swala hilo, na kisha ujue ya kwambo jambo lolote ukayosema itatolewa mahakamani kama ushaidi”.*

Zaidi ya hayo pia ombi linaweza kutekelezwa dhidi ya..... katika mahakama ya shughuli za jamii, na mtoto wako anaweza kuwekewa masharti ya mangalizi ya kuhudhuria shule ili kuambatana na sheria ya watoto ya mwaka 1989. Masharti haya huahirisha kwa muda haki kadha za wazazi kuhusu masomo ya watoto wao.

Ni mimi wako

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