

## Sample Warning Letter for Penalty Notices

Date

Name  
Address

Dear (Name)

**Re: The Education (Penalty Notices) (England) Regulations 2007  
Warning of Penalty Notice**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

(Name) has been absent from school for ( ) sessions in the previous ( ) weeks without prior authorisation or an acceptable reason being given to the head teacher. Please note there are normally 2 sessions in each school day.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next 15 school days, which will start 2 days after the date of this letter, to allow for postage, a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences within the next 12 months, you may receive a penalty notice without further warning.

Yours sincerely