# Sample Letter – Principal to parents/carers advising of Secretary’s Compulsory Schooling Conference

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# <Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the attendance of <Student’s Name>

I am advised that despite the attendance improvement strategies being implemented at the school <Student First Name’s> attendance at school remains of serious concern.

In an additional attempt to resolve <Student First Name’s> attendance issues I request that you attend a Secretary’s Compulsory Schooling Conference. The purpose of the Conference is to discuss the issues relating to <Student First Name’s> attendance at school and to explore ways of resolving the situation. The conference will help to identify the supports your family may need to have <Student First Name> attending school regularly.

As arranged with you, a Secretary’s Compulsory Schooling Conference will be convened for <Date> at <Venue> at <Time>.

<Convenor’s name>, an authorised convenor will be convening the Conference. There is the option of bringing a support person with you to the Conference.

It is most important that you attend the Conference so that <Student First Name’s> attendance issues can be resolved. If we are unable to resolve the issues the Department of Education must consider further action specified in the Education Act such as, an application to the Children’s Court for a Court Ordered Compulsory Schooling Conference and/or Compulsory Schooling Orders, or prosecution in the local court with the possible imposition of a fine. Please be advised that prosecution in the local court can result in an imposition of a fine with the maximum penalty under the law of $11,000.

Yours sincerely

<Principal’s name>

Principal

<Insert date>