# Sample Letter – Principal to parents/carers advising of further action

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<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

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

I wrote to you recently regarding <Student Name’s> unsatisfactory attendance at school. In the letter you were also advised of your legal obligations under the Education Act (1990) to ensure that <Student’s First Name> attends school regularly and that any absences are satisfactorily explained.

To assist you in restoring <Student First Name’s> attendance at school, you were previously advised that you were required to attend a Secretary’s Compulsory Schooling Conference. You failed to attend the Conference to address the issues impacting on <Student First Name’s> attendance at school.

I am advised that despite the ongoing strategies employed by the school <Student First Name’s> attendance remains unsatisfactory.

As the issues have not been resolved, consideration must now be given to taking 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. 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.

If you have any questions please contact the school on <school’s phone number>.

Yours sincerely

<Principal’s name>

Principal

<Insert date>