# Sample Letter – Principal to parents/carers advising of Court Ordered Conference

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<Correspondence Name>

<Correspondence Address>

Dear <Correspondence Name>

I refer to the recent court matters relating to the attendance of <Student Name>.

A Compulsory Schooling Order was issued by the magistrate on <Insert date> which requires that you:

* meet your duty to ensure <Student Name> attends school at all times that the school is open for instruction and
* you and <Student First Name> attend a Court Ordered Compulsory Schooling Conference to be convened and conducted by an authorised convenor.

As arranged with you a Court Ordered Compulsory Schooling Conference will be convened for <Date> at <Venue> at <Time>.

The purpose of this conference is to discuss issues relating to <Student First Name’s> attendance at school and to explore ways of resolving the situation.

<Convenor’s name>, an authorised person will be convening the Conference. He/she will be in contact with you shortly to outline how the Conference will work and discuss the option of bringing a support person with you.

Yours sincerely

<Principal’s name>

Principal

<Insert date>