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| **Houghton Regis** Headteacher:  Mrs B Waite  Telephone: 01582 867487  Fax: 01582 867487  Email:houghtonregis@cbc.beds.sch.uk  www.houghtonregisprimary.co.uk | HRPS CREST.jpg | ***Appendix 4***  **Primary School** St Michael’s Avenue  Houghton Regis  Dunstable  Beds  LU5 5DH |

Dear

**RE: Fixed Penalty Notice**

**Pupils Name**

**DOB**

I am writing to inform you that due to YOUR CHILDs irregular school attendance I have requested that the Local Authority issues you with a Penalty Notice <http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support YOUR CHILD’S level of absence then I would ask that this is shared with either myself of the School Attendance Officer.

Yours sincerely