

\_\_\_\_\_ 200 \_\_\_\_\_

CITY HALL OF .....

HEAD OF THE EDUCATION DEPARTMENT

.....COUNCIL

The Council Services Department have been informed of the continuous absences without any justification of your son/daughter \_\_\_\_\_ from \_\_\_\_\_ School/Secondary School to which he/she has been allocated a place. Once again we discover your son/daughter's persistent absences from School which have obliged us to initiate an official administrative complaint against you.

May we remind you again, that, according to the Law 6/95, of March 28<sup>th</sup>, which "Guarantees the Rights of the Children and Adolescents" in the Community of Madrid, it is considered an infraction on the part of the parents/tutors/guardians because they do not make sure that a Minor attends School during the Obligatory Education Period, when there is a place available for them and no justifiable reason as to why they should not attend. Spanish Laws make Education compulsory from the age of 6 up to the age of 16.

Therefore, by order of the Chief Councillor of this District Board both you and your son/daughter are called to a meeting on \_\_\_\_\_ at \_\_\_\_\_ hours in \_\_\_\_\_ in the Office No. \_\_\_\_\_

We inform you that if you do not attend the meeting on the above date, measures will be taken to resolve the problem through the correct channels determined by the current legislation.

Yours faithfully,

HEAD OF THE EDUCATION DEPARTMENT

Signed:

Received:

DNI/Passport N°:

Name:

Date: