{Insert date}

{Insert full name of parent/s}

{Insert address}

Dear {insert full name of parent/s}

**WARNING NOTICE ABOUT OBLIGATION IN THE COMPULSORY PARTICIPATION PHASE**

**Section 241(4) of the *Education (General Provisions) Act 2006* (Qld)**

I refer to my notice dated {insert date of notice} sent under s.241(2) of the *Education (General Provisions) Act 2006* (Qld) (the Act).

I am an authorised officer for the purposes of s.241 of the Act. I believe that {insert child’s full name} is still not participating full-time in an eligible option. Please see the attached record of {insert name}’s absences (include where relevant).

This letter is a **warning notice** to you under s.241(4) of the Act that I intend to recommend that proceedings be brought against you for failing to ensure your child participates full-time in an eligible option.

If you are prosecuted for an offence, you may be liable to a fine of up to 6 penalty units for the first offence, and up to 12 penalty units for each further offence. Information about penalty units is available from *https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/*.

I encourage you to contact me on telephone {insert phone number} or by email at {insert email address} if you wish to meet to discuss your obligation and the support you need to meet your obligation. You may wish to provide me with a reasonable excuse for why {insert child’s full name} is not participating full-time in an eligible option as required.

If I have not heard from you within five school days, I will ask for consent from the Regional Director to bring proceedings against you. If consent is given, your case will be referred to the Queensland Police Service for prosecution.

Yours sincerely

**Authorised Officer**

{Name}

{Position}