**School Logo / Headed Paper**

* **Must be sent to both parent / carers / those with parental responsibility, separately by first class mail**
* **Ensure full address is on the letter**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**RE: School Punctuality**

**Child’s Full Forename and Surname DOB: Insert Child’s full date of birth**

We are writing in connection with child’s forename’s punctuality. He/She has been late on Number of occasions, equating to Number of hours / minutes. Should their punctuality not improve, it may have a negative impact on Forename’s attainment.

All pupils on roll at our school are expected to arrive at school no later than TIME ready to start the school day. Children arriving after TIME are marked using a ‘U’ code which marks them as present for safeguarding purposes but is counted as an unauthorised session.

Pupils arriving late to school cause disruption to their learning as well as others, which is unacceptable and can be upsetting for them and their classmates.

As such, we are writing to inform you that we will be monitoring Forename’s punctuality and expect to see an improvement in the coming weeks. If Forename’s punctuality fails to improve, a meeting will be arranged, which you will be expected to attend. At this meeting, the reasons and any concerns will be discussed to establish if there is any support that can be put in place.

We also have a duty to remind you that parents / carers have a responsibility to ensure their children receive efficient, full-time education under section 7 of the 1996 Education Act. Failure to do so can lead to prosecution by the Local Authority in the Magistrates Court under section 444 of the 1996 Education Act.

We want to work collaboratively with parents / carers to ensure the best outcomes for our children and are appreciative of your support on this matter. If you do have any concerns, or wish to discuss this letter further, please do not hesitate to contact the school to arrange a meeting.

Yours sincerely,

First Name Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC**: Title, first name, surname of other parents / carer, then send separate copy, first class addressed to this parent / carer, making sure to amend the addressee, address, CC details etc.