

Example Letter – Late Letter

Dear **Name**

Re: Child's Name – DOB:

A part of our continuing commitment to learning through good attendance and punctuality, we are writing to inform you that during the period of **Date to date**, **Child's Name** has been late to school on **Insert number** occasions.

We are sure that you are aware of the importance of punctual school attendance for all school children.

- Lateness can disrupt the whole class if your child arrives late.
- Important additional learning support is often delivered at the start of the day,
- Arriving late at school may be embarrassing for your child
- Your child may miss something important such as lesson plans or instructions on school work.
- If your child is to form friendship groups, social interaction with peers before school is important.

The school site is open for pupils to arrive from **Insert time** and the children are expected to be in class ready to begin the school day by **Insert time**.....

We will be monitoring **Child's Name's** attendance and punctuality from **Insert date** until **Insert date**. Please ensure your child arrives punctually and if any absences occur within this time, you must notify the school office as soon as possible. Failure to do so may incur an unauthorised absence mark.

At **Insert school** we are determined to ensure that all our pupils have the opportunity to achieve their best and we want all our pupils to have an excellent record of regular punctual attendance. We value the working partnership we have with parents. If you would like to discuss any aspect of your child's attendance or punctuality with us please contact the school office to arrange a meeting with the attendance officer/your child's class teacher.

We are keen to see how we can support you to improve your child's punctuality and look forward to working with you.

Yours sincerely,
Headteacher
School