6a Punctuality letter of concern example

* **Must be sent to both parent / carers / those with parental responsibility, separately by post in a timely manner**
* **Ensure full address is on the letter**
* **Send copy of registration certificate with letter**
* **Please note that we would expect every school to adapt these letters in line with their own attendance policy or to take into account the particular circumstances of each pupil (The warning letter will be the first stage of the legal process so it is important that the words in italics are retains and the wording is accurate.)**

Full Name – Title, Full Forename, Surname

Address

Address

Postcode (ensure is accurate)

Date

Dear Title, Full Forename and Surname,

**Re: School Attendance - punctuality**

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

Following routine register checks it has been noted that child name has been late on a number of occasions this month/half term/term/delete or insert time period as most appropriate.

Child name has arrived late after the schools start time of time/register closure time on number occasions. We have noticed refer to any patterns in lateness.

As a school we understand that on rare occasions, due to unforeseen circumstances, being late is unavoidable, however we are concerned about the impact that lateness is having on child name’s education.

Under the Education Act 1996 parents have a duty to ensure that their children attend school regularly and on time.

If there are any reasons making it difficult for child name to get to school on time please do contact me so we can discuss this and work together to best support him/her.

*If your school runs a breakfast club/walking bus/pick up service you may also want to add the details of your school offer here.*

Alternatively, class teacher/HOY/staff name will continue to monitor child name’s attendance and punctuality and will invite you to attend a meeting in school should this pattern of lateness continue or further attendance concerns arise.

Yours sincerely,

Full Forename, Surname

Headteacher / Attendance Officer / Pupil Support and Welfare Officer

**CC: Title, full forename, surname of other parents / carers / those with parental responsibility – then send separate copies (if at different address), post to these,** making sure to amend the addressee, address, CC details etc.