6b Punctuality improvement example letter

* **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 my letter on date regarding child name’s lateness I am really pleased to see the improvements that have been made in child’s punctuality over the last week/2 weeks/month/half term.

This has been recognised and celebrated in school with child name.

Thank you for working in partnership with us to support child name getting to school on time, this really has a positive effect on their learning and in avoiding disruptions for others.

(Using breakfast club/the walking bus/the school minibus/insert other noted changes as appropriate) has made a really positive difference.

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.