SCHOOL ADDRESS

DATE

Dear:

Re: Child name [INSERT] D.O.B [INSERT] Class [INSERT]

We have concerns over the number of occasions your son/daughter has been arriving late at school. Please note on the enclosed attendance record the number of late marks recorded for the last four weeks. *(Attach a copy of the child’s herringbone with late marks both ‘L’s and ‘U’s highlighted)*

The school day starts at [INSERT SCHOOL START TIME] with registration which all children should attend. The school gates are opened at [INSERT SCHOOL GATE OPENING TIME] and there is adult supervision in the playground/on site from this time. We also run a breakfast club which starts at [INSERT BREAKFAST CLUB START TIME] each day and is free/costs for every child. You do/do not need to book a place.

Frequent lateness can add up to a considerable amount of learning missed. Arriving 15 minutes late each day will amount to having missed 2 full school weeks by the end of the school year.

The school will be monitoring your son/daughter’s attendance and if there is not a noticeable improvement you will be invited to attend a meeting with [INSERT HEAD TEACHER/PRINCIPALS], Head Teacher/Principal.

Please also find enclosed information on school attendance and lateness. Should you wish to discuss the above please contact [INSERT ATTENDANCE LEAD] on [INSERT TELEPHONE NUMBER].

Yours Sincerely,