

Headteacher
Mr James Kilsby
BSc Hons
Deputy Headteachers
Miss Jess Scott
BA Hons
Mrs Rebecca Cole
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Mr Richard Moore
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Date

Name and address of parent

Dear Parent

Re: Child Name: xxx **DOB:** xxx **School:** xxx

I have noted during a recent attendance review that your child is beginning to show a pattern of persistent lateness.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

Please note that if your child arrives after registers close this will be recorded as an unauthorised absence. I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Head of Year / Head teacher or other relevant Pastoral

