Punctuality letter of concern example Insert school logo here

Re Childs name and Class/Year

Dear ……………………….

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 (insert school start time/register closure time) on xxxx occasions.

As a school we understand that on rare occasions, due to unforeseen circumstances, being late is unavoidable, however we are concerned that (child name) has been late on numerous occasions this (month/half term/term).

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

If there are any reasons making it difficult for (child name) to get to school on time please do contact me on (insert telephone number/email address) so we can discuss this and work together to best support (child name)

*(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