

Ref. <STUDENT NAME>

Lateness to lessons

Dear <ParentalSalutation>

At Drayton Manor we monitor students' punctuality to lessons very closely. Our aim is for all of our students to arrive promptly for all lessons.

I am writing to inform you that <NAME> has been late to <NUMBER OF LATES> lessons this school year. It is imperative that students do not arrive late to lessons, as they miss vital learning time. It is important that students and families share our ambition for excellent punctuality going forward because poor punctuality will affect their attainment in the future.

If there are any underlying reasons why <NAME> is frequently late to lessons or if you would like to discuss this letter further, please do not hesitate to contact the attendance team on the above email address.

I hope to see <NAME'S> punctuality at school improve over the next four weeks by attending all lessons promptly.

Yours sincerely

Ms Opie
Associate Assistant Headteacher