

Ref. <STUDENT NAME>

Lateness to school

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 school and for all their lessons, every day.

I am writing to inform you that <NAME> has been late to school <NUMBER OF LATES> times this school year. It is imperative that students do not arrive late to school, as they miss vital learning time and key messages about the school day. 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 school 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 arriving at school before 8:53am.

Yours sincerely

Ms Opie
Associate Assistant Headteacher