

Ref. <STUDENT NAME>

Punctuality concern; 3 week punctuality follow up

Dear <ParentalSalutation>

Following the *Lateness to Lessons* letter sent to you 4 weeks ago, I am concerned to report that <Names> is still arriving late to a number of lessons. Your <son/daughter's> punctuality figure is now <punctuality percentage>.

Drayton Manor's average for punctuality to lessons is <average punctuality percentage>. This considers an average level for any justifiable reasons for lateness.

If <NAME's> punctuality does not improve over the next four weeks, I will invite you to a formal Punctuality Panel with the Head of Year and a member of our attendance team who works alongside the London Borough of Ealing to support punctuality and attendance at school.

If you would like to discuss this matter further, please contact the attendance team on studentabsence@draytonmanorhighschool.co.uk to arrange a telephone call.

Yours sincerely

Ms Opie
Associate Assistant Headteacher