

Ref. <STUDENT NAME>

Punctuality concern; Formal punctuality panel

Dear <ParentalSalutation>

On <DATE> I wrote to you regarding <NAME's> punctuality. Over this time <NAME> has continued to arrive late to a number of lessons, resulting in a figure of <percentage punctuality>. Whilst I do appreciate that, at times, there are legitimate reasons why a student may be late to a lesson, this should be kept to a minimum.

To date <NAME> has been late to a lesson <NUMBER OF LATE TO LESSONS> times. This lateness is going to cause significant gaps in learning which will affect <HIS/HER> progress in the future.

I would now like to invite you to attend a formal punctuality panel with the Head of Year and our School Attendance Officer on <DATE> at <TIME>. If there are any underlying reasons why <NAME> struggles to be punctual, the issues can be discussed when we meet. We will agree a set of interventions and goals to improve punctuality and you and your child will be asked to sign a Punctuality Contract.

If <NAME's> punctuality does not improve following our meeting, or if you fail to attend the meeting, I will have no option but to refer the matter to Miss Lucinda Poole, our Education Welfare Officer at the London Borough of Ealing. Please be aware that this may have legal implications.

I hope that in this way, we can work together to improve <NAME's> punctuality at Drayton Manor.

Yours sincerely

Ms Opie
Associate Assistant Headteacher