

Ref. <STUDENT NAME>

Punctuality concern; referral to local authority

Dear <ParentalSalutation>

Following the Punctuality Panel held on <DATE> I regret to inform you that <NAME's> punctuality has not improved enough to meet the targets that we agreed.

At the Punctuality Panel you acknowledged that if the punctuality did not improve, I would be required to refer the matter to Ms Poole, Education Welfare Officer at the London Borough of Ealing. A referral has now been made and Ms Poole will be contacting you shortly.

Yours sincerely

Ms Opie  
Associate Assistant Headteacher