

Letter re lates

Dear «salutation»,

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis and identify any pupil whose attendance causes concern, including those pupils who have arrived late to school on a number of occasions. I write with regard to «chosen_forename»'s current late record.

Overall School Attendance	«percentage_attendance»%
Total Number of Late Marks	«total_lates_both»
Number of “ Unauthorised ” Lates	«total_lates_after»

Being late to school can have a considerable impact over the whole school year. The table below shows you just how much time can be missed over a year just by being 5 minutes late to school every day:

5 minutes late every day = 3 days of school lost a year
10 minutes late every day = 6.5 days of school lost a year
15 minutes late every day = 10 days of school lost a year
20 minutes late every day = 13 days of school lost a year
30 minutes late every day = 19 days of school lost a year

We understand that the school mornings can be hectic, but when your child is late for school they are missing out on vital parts of their education. If your child arrives after the register has been taken, they will have late mark.

If this continues there is a possibility that will be required to make this time up in an after school detention.

Yours sincerely,

Head of Year