«salutation»

«address\_block»

«date\_of\_printing»

Dear «salutation»,

As part of our commitment to improving student achievement, we regularly monitor attendance and identify any concerns, including tardiness. I am writing to address **«chosen\_forename»**’s current record of lateness.

**Overall School Attendance :** «percentage\_attendance»% **Total Number of Late Marks:** «Late (Both)» **Number of “Unauthorised” Lates :** «Late after reg»

Being late to school can significantly impact a student’s education throughout the year. The table below illustrates the potential time lost due to daily lateness:

* **5 minutes late every day:** 3 days of school lost annually
* **10 minutes late every day:** 6.5 days of school lost annually
* **15 minutes late every day:** 10 days of school lost annually
* **20 minutes late every day:** 13 days of school lost annually
* **30 minutes late every day:** 19 days of school lost annually

We understand that mornings can be challenging, but punctuality is crucial for your child's education. If your child arrives 30 minutes after the register has been taken, it will be marked as an “unauthorised” late, equivalent to an “unauthorised absence.”

If you have any questions or would like to discuss attendance further, please feel free to contact me via Edulink or the school email – oakfield@oakfieldacademy.org.uk.

Yours sincerely,

Head of Year