

Re: Name -Lateness

Dear

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 NAME's current late record.

Total Number of minutes late this term :	22
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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:

Please be aware that any child who comes into school after the school gates close at 8.40am has to come in through the main entrance. Late pupils will be questioned as to the reason for lateness and their journal stamped with a late mark.

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 closed,(9.30 am) they will have an "unauthorised" late mark – this is the same as an "unauthorised absence".

At times there may be an odd occasion where a child is late for a valid reason however we cannot accept repeated lateness. Your child will be asked to make up this time during their social times or after school.

If you have any queries regarding this matter please do not hesitate to contact me at school. As part of our Safeguarding policy we take the safety and well being of our pupils very seriously and feel concerned if they are not where they should be.

Yours sincerely,

Head of year