Ref: Punctuality/VYo

Headteacher: Mrs R Smith

Dear Parent/Carer

I am writing to let you know that I have some concerns about your child’s punctuality in relation to school attendance. Being late so frequently means that your child is missing valuable learning time and is in danger of falling behind.

All students should arrive to school by 08:30am and be in their tutor rooms by 08:45am. If they arrive late to school they will receive a detention on the same day. If they are late several times across the week, they will receive a 60 minute Senior Leadership detention on a Tuesday from 3pm until 4pm.

**Further lateness may result in you being served with a Penalty Notice or a summons to court. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.**

**The easiest way to monitor your child’s punctuality, attendance and behaviour at school, and to know when they have a detention, is to download the ClassCharts app onto your phone. If you do not know your parent code, please contact school.**

If you have any concerns regarding «forename» getting to school on time, please do not hesitate to contact me or the year team.

Yours sincerely,

V Young

Ms V Young

Attendance & Welfare Manager