

Date

Dear

Re: Punctuality – Forename Surname, TG

Forename has been late to school on a total of **total number of lates** times this academic year. It is important that «forename» not only attends school regularly, but they attend on time.

By arriving late, students miss out on an important part of the day. It is also disruptive to the class teacher and the other students when a child comes into class late.

Lateness can be a form of unauthorised absence. It is important for **forename** to attend school regularly and be punctual. Research shows that students who miss school or are continually late fall behind in schoolwork and underachieve in all subjects.

Please ensure that **forename** attends school on time from now on.

If you have any questions please contact us on **school number**.

Yours sincerely

Attendance
School Name