



**Care Believe Achieve**  
*Live life in all its fullness*  
*John 10:10*

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Headteacher - Mrs A.H Wilkinson



**Late Letter**

Dear **<Name of Parent>**

As part of our commitment to improving the attainment of our children we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern, including those children who have arrived late to school on a number of occasions. We are therefore writing to you due to **<Name of pupil>**'s current number of late sessions:

Attendance	<b>&lt;current attendance&gt; %</b>
Number of late sessions	<b>&lt;current AA&gt; %</b>
Number of <b>"unauthorised"</b> lates	<b>&lt;current UA&gt; %</b>

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:

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

We understand that 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 15 minutes after the register has been taken, they will have an "unauthorised" late mark—this is the same as an "unauthorised absence." An explanation of this term and the possible consequences is attached.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact **<named school person>** on **<telephone number>**

Yours sincerely

Headteacher