# Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear *«ParentTitle» «ParentLastName»*

Re*: «ChildFirstName» «ChildLastName»*

I hope you and the family are well.

I wanted to contact you as I noticed *«ChildFirstName»* has had poor punctuality school this year.

You may not be aware that the law treats some persistent lateness in the same way as unauthorised absence and parents may be prosecuted or receive a penalty notice from the local authority if late arrival is not resolved. This has been further strengthened in new regulations which came into force in September 2024.

| Minutes lateper day duringthe school year | Equals days worth ofteaching lost in a year |
| --- | --- |
| 5 mins | 3.4 days |
| 10 mins | 6.9 days |
| 15 mins | 10.3 days |
| 20 mins | 13.8 days |
| 30 mins | 20.7 days |

Poor punctuality can lead to your child…

* Feeling embarrassed in front of their friends
* Missing the beginning of vital lessons
* Missing important instructions for the rest of the school day
* Learning bad habits which could affect their employability in the future

If *«ChildFirstName»* is having any difficulties that you’d like some support with, please contact me immediately and we’ll see if we can help. If you have other concerns about *«ChildFirstName»* or any other difficulties you would like support with, please do not hesitate to contact me as we may be able to assist in the form of an early help assessment or some other intervention. We’re here to help. You can also find help and support here:

[From Birmingham with Love](https://www.birmingham.gov.uk/love)

If you call and I am not available, please leave a message and telephone number and I will call you back.

Yours sincerely,

«School\_Representative»

Job Title