# Insert date

School logo

«ParentTitle» «ParentFirstName» «ParentLastName»

«AddressLine1»

«AddressLine2»

«City»

«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School\_name» School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

**I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child’s age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)**

| 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 your child is having any difficulties that you wish to discuss, contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here:

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

Your child’s punctuality must now improve or the school may have no option but to take further action against you.

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