

September 2022



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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.

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, the sanction will be more serious.

**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.**

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