

## **SAMPLE PERSISTENT LATE LETTER**

E-Mail goes here

Parent/Guardian of:

**Gofynnwch Am:**  
**Please Ask For:** \_\_\_\_\_  
**Rhif Est:**  
**Ext No:** \_\_\_\_\_

Fy Nghyf:  
My Ref:

Eich Cyf:  
Your Ref:

Dyddiad:  
Date:

Dear Parent/Guardian

I am writing to advise you that your child's persistent lateness at school continues to cause concern. To date he/she has been late on \_\_\_\_ occasions.

I understand that the head teacher has already raised concerns with you but there has unfortunately been no improvement to date.

The Welsh Assembly Government guidance to schools is that pupils who miss registration should be marked as unauthorised absence even though they may actually be on site. This is to re-inforce the importance of registration and the expectation that pupils arrive punctually.

With this guidance in place I must advise you that as it is your legal responsibility to ensure your child attends school regularly and punctually persistent lateness may result in legal proceedings being instigated by the education welfare service.

I would hope that such action does not prove necessary and look forward to your support and co-operation. Should you wish to discuss the matter further, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

**Education Welfare Officer**