

SAMPLE LATENESS LETTER

e-mail

Parent/Guardian of:

Gofynnwch Am:

Please Ask For:

Rhif Est:

Ext No:

Fy Nghyf:
My Ref:

Eich Cyf:
Your Ref:

Dyddiad:
Date:

Dear

NAME: _____ **D.O.B.:** _____
SCHOOL: _____

During a routine inspection of the registers at _____ school it has been brought to my attention that your child is frequently late arriving at school. I understand that the head teacher/class teacher has raised this concern with you but because there has been little improvement has agreed that I make contact with you.

I can advise that the local authority expects schools to actively discourage late arrivals as it disrupts not only your child's continuity of learning, but also that of others in the class. Schools are also asked not to authorise any late arrivals after the close of registration even though they are on site. This will potentially affect _____'s overall attendance percentage.

If you are currently experiencing some difficulties that prevents _____ arriving on time please contact me on the above number or through school.

Yours sincerely,

Education Welfare Officer