



St Mary's Catholic Primary School

Educate Protect Love Serve



Barn Lane, Bodmin, Cornwall, PL31 1LW

Tel: 01208 73218

Headteacher: Mrs Alison McDonald

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DATE

Parent name

Address

Dear Parent name

Lateness to school

During my regular monitoring of the registers, I notice that **child** has been late for school on **XX** occasions during this **term/second half of term etc.** Since my last letter dated **XXXXX** there has not been a significant improvement in punctuality and **Child name** is still regularly late to school.

It is essential that pupils form good habits of punctual attendance from the earliest age. Children who arrive at school late often;

- Miss vital parts of the lesson
- Disrupt the class when the lesson is underway
- Find it acutely embarrassing entering a class once the lesson has started

If a pupil arrives at school after the registers have closed without an adequate reason we reserve the right to unauthorise the lateness which will bring down your child's overall level of attendance.

Our Education Welfare Officer regularly checks the registers and takes referrals for pupils with unsatisfactory school attendance or punctuality. If **Child's** punctuality does not improve from now on it may be necessary for the school to involve our Education Welfare Officer.

Please note the following warning:

If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a penalty notice to be issued in accordance with Sections 444A and 444B of the said Act. Penalty notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrate's Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.

Lateness can be the result of a variety of factors so please take some time to try to identify what might be causing it so that you can make changes to prevent it occurring. If you would like support with this please do not hesitate to contact me on 01208 73218, alternatively email pastorallead@st-marys-bod.cornwall.sch.uk .



Yours sincerely,

Mrs Landry
Pastoral Lead

