



# St Mary's Catholic Primary School

Educate Protect Love Serve



Barn Lane, Bodmin, Cornwall, PL31 1LW

Tel: 01208 73218

Headteacher: Mrs Alison McDonald

Website: [www.st-marys-bod.cornwall.sch.uk](http://www.st-marys-bod.cornwall.sch.uk)

Twitter @StMarysBodmin

DATE

Parent name

Address

Dear Parent name

## Lateness to school

During my regular monitoring of the registers, I notice that **Child's name** has been late for school on **number** of occasions this term. Please find enclosed an attendance certificate for your reference.

It is essential that pupils form good habits of punctual attendance at school 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 attendance. Our Education Welfare Officer regularly checks the registers and takes referrals for pupils with unsatisfactory school attendance or punctuality.

Lateness can be the result of a variety of factors so please take some time to try to identify what might be causing this so you can make changes to prevent it occurring. If you would like support to do this please do not hesitate to contact me on 01208 73218 or 07947 106 102, alternatively email [pastorallead@st-marys-bod.cornwall.sch.uk](mailto:pastorallead@st-marys-bod.cornwall.sch.uk).

Yours sincerely,

Mrs A Cox

**Parent Support Advisor**

Enclosed: Attendance certificate

