



# Pondhu Primary School

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*Name and address*

*Date*

Dear ....*name*....

I am writing to you again regarding....*name*'s on-going lateness. Part of my job role is to monitor punctuality throughout the school, identify any concerns and to offer support accordingly.

....*name* has been late to school ?? times since the beginning of the school year, which is ?? weeks where *he/she* has been unable to fully participate in our daily reading sessions and prepare *her/himself* for the school day.

Punctuality is also something that is discussed during my routine meetings with the Education Welfare Officer, Emma Brown. Cornwall Council advice states that if a child is late after the register is closed without an acceptable reason, then this should be recorded as an 'Unauthorised' absence. If a pupil is persistently late then legal action can be taken.

I am keen to provide support in helping to improve ....*name*'s lateness. If there are any on-going issues you'd like to discuss please feel free to make an appointment to see me, pop in for a chat or call me. I am available each day at school from 8.30am.

Yours sincerely,

Claire Hollebon  
**Parent Support Advisor**

