



St Matthew's Bloxam C of E Primary School

Headteacher – Mrs Anita Timson: BEd (Hons), NPQH
Deputy Headteacher – Mrs Helen Francis: BA (Hons) QTS

"Let Your Light Shine"



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Date:

Dear

We have been looking at attendance and lateness and would like to make you aware that **NAME** lateness is of a concern. This is unfortunately causing concern according to the government guidelines we have to follow.

The school day begins promptly at **8.50** and registration closes at 8.55. The doors open at **8.40**.

Arriving promptly makes sure that your child doesn't miss schoolwork, and prevents disruption to the teacher and other pupils. Persistent lateness can lead to a significant loss in learning time. Persistent lateness can result in a penalty notice.

We understand that your child may have been ill or late occasionally, or there may have been other issues that you have kept us informed about, however we still have a duty to inform you of your child's lateness level.

Please do not hesitate to contact the school should you need to discuss any aspect of this letter, or need support with attendance or lateness.

Yours sincerely,

Mrs Anita Timson
Headteacher



