



St. Joseph's Catholic Primary School  
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Dear

### **Punctuality Concern for XXXX**

We have recently monitored the school registers and have noted that xxxx has been late arriving at school on xx number of occasions. (L codes/U codes)

The school registers close at 8.45am. If your child arrives after the registers close then the attendance will be marked as a U and is an unauthorised absence for that session.

Poor punctuality and being late after the school registers have closed, means that a child misses a vital part of the start of the day.

Please can you ensure that your child arrives on school grounds ready for registration each day on time – before 8.20am. Your co-operation with this matter would be greatly appreciated.

In the meantime, we will continue to monitor attendance and punctuality and will be in contact with you again if this continues to be a concern.

Please do not hesitate to contact me on the above telephone number if there is anything you wish to discuss.

Yours sincerely,

Mr G Bath  
Headteacher



***"Together we love, together we hope, together we learn."***