Newchurch Community Primary School
Glebeland
Culcheth
Warrington
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Headteacher: Mrs. S. Lawrenson

Date

Pupil **Class**

Dear Parent

Your child has arrived late for school **(number)** times since the start of the school year and this record is a cause for concern.

Late arrivals in school disrupt the educational progress of the whole class, as well as the individual who is late.

We will continue to monitor **(child's name)** arrival time, and hope to see an improvement. We encourage every child to arrive on time every day and ready to start school when the bell is sounded at 8.55am.

We would welcome your support in raising your child's attendance so do let us know if there are particular problems, which we might help with. Please do not hesitate to contact either your child's class teacher or myself.

Yours sincerely

Mr Duckett
Attendance coordinator