



CHRIST CHURCH (CHURCH OF ENGLAND) INFANT SCHOOL & NURSERY

Shaw Lane, Tettenhall Wood, Wolverhampton, WV6 8EL

Tel: 01902 558945

Executive Head Teacher: Mrs S Blower

Head of School: Mrs R Lunn

Dear Parent/Carer,

I am writing to you on behalf of the school Governors to tell you of our ongoing concern about your child's late arrival at school. Our attendance policy makes it clear that pupils should attend on time. This is the third four week period that your child has been late on more than one occasion. Please contact the school to make an appointment to discuss how this matter can be resolved.

Under the law on school attendance, a child who arrives at school late, without a good reason, may not be given an attendance mark for this session. The morning or afternoon session would then be classed as **unauthorised absence**. Where unauthorised absence persists, I am required by law to inform the Local Education Authority who may contact parents directly. The Education Welfare Officer will now be informed and this will be recorded on your child's record. You may receive a home visit to discuss this matter.

Please make sure that your child attends on time in the future. Registration is at 8.50am for infants and 8.45am for Juniors. If there are unavoidable reasons why your child will have to be late on a particular day, please contact the school and let us know.

I hope that you will give this matter your immediate attention.

Yours sincerely

Mrs S Blower
Executive Head Teacher