

Christ Church C.E Infant School and Nursery,  
Shaw Lane ,  
Tettenhall Wood,  
Wolverhampton, WV6 8EL  
Telephone 01902 558945  
[christchurchinfantschooltw@wolverhampton.gov.uk](mailto:christchurchinfantschooltw@wolverhampton.gov.uk)  
Mrs R Lunn – Head of School



Christ Church C.E. Junior School  
Woodcote Road,  
Tettenhall Wood,  
Wolverhampton, WV6 8LG  
Telephone: 01902 558700  
[christchurchjuniorschool@wolverhampton.gov.uk](mailto:christchurchjuniorschool@wolverhampton.gov.uk)  
Mrs J Nash – Head of School

Mrs S Blower Executive Head Teacher  
Website: [www.christchurchfederation.co.uk](http://www.christchurchfederation.co.uk)

**Our Christian Vision- Grow and learn together with God by our side.  
Our Core Christian Values- Kindness, perseverance, love, respect, honesty, friendship.**

Dear Parent/Carer,

I am writing to you on behalf of the school Governors to tell you of our concern about your child's late arrival at school. Our attendance policy makes it clear that pupils should attend on time. In the last four week period your child has attended late on more than one occasion.

Please contact the school office to inform us of the reason for your child's late arrival. This may be an exceptional circumstance beyond your control and can be recorded on your child's record.

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.

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.

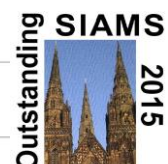
I hope that you will give this matter your immediate attention.

Yours sincerely

Mrs Blower  
Executive Head Teacher



SCHOOL  
MEMBER



WOLVERHAMPTON EDUCATION COMMITTEE