



Colburn Community Primary School
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Colburn
North Yorkshire
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Head Teacher: Mr Y Abdo
Deputy Head Teacher: Miss D Nicholas

Date : XX/XX/XX

Dear XXXX

Lates

Please find enclosed a copy of your child's registration certificate. There are concerns regarding the amount of times your child is registered as late for school.

Please note that arrival after the close of registration (time) is classed as an unauthorised absence. Under the Education (Pupil Registration) (England) Regulations 2024 these absences can be used as evidence against you if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important instructions for the day and can lead to feelings of isolation and disengagement from learning.

I hope that you will make the necessary arrangements to ensure that your child arrives at school on time in the future.

Yours sincerely,

Mr Y Abdo
Headteacher



'Believe and Achieve'