

July 2022

Dear Parents/Carers,

As you will be aware, parents have a legal duty to make sure that their children attend school regularly and are punctual. Punctuality is extremely important so that pupils do not miss valuable learning opportunities. It is also a valuable skill which they will need to practise so that they are prepared for adulthood.

As per the attendance policy, if your child arrives late to school without a parent call, email or note explaining the circumstances, your child will be marked with a U code which indicates that they arrived after the register closed at 09:05 for the AM register and 13:40 for the PM register. This means that a pupil could potentially be marked with two U codes in one day. Please be aware that the U code has a negative effect on your child's percentage attendance.

If ten U codes are issued within a 12-week period, parents/carers will be issued with a fixed penalty notice from the Local Authority. This is in line with Staffordshire County Council's Code of Conduct.

The penalty notice fine would be:

- £60 per parent per child if paid within 21 days, rising to
- £120 per parent per child if paid between 21 – 28 days.
- If the fine is not paid within 28 days, you may be prosecuted under section 444 (1) of the Education Act 1996.

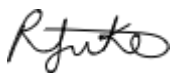
I must advise you that if prosecution takes place under section 444(1) of the Education Act 1996 the maximum fine is £1000 per parent per child. This reflects the seriousness of not arriving at school on time without good reason.

Our key priority is to ensure that your child is as successful as possible by utilising fully their time in school. This is so that they can reach their full potential and gain maximum benefit from their educational experiences.

In order to avoid being marked with a U code, if you know that your child is going to be late for school, then we ask that you contact the office as soon as possible.

*Please be aware that the bus companies do make the school aware when they are running late and, in this circumstance, the U code would not apply.*

Yours Sincerely



Mrs Jukes  
Interim Head of School