

AB7



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Date

Dear

## Lateness Review

School attendance is a priority for our school and we are constantly monitoring pupil attendance and punctuality. We want to work together with parents to help ensure excellent attendance and punctuality for all pupils from an early age.

I have noticed that \_\_\_\_\_ has \_\_\_\_\_ U codes in the register. A U code means that they have arrived after 9.25am

The Attendance Policy state the following:

**If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.**

**The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is a more appropriate response to the attendance issues.**

Therefore, your child's irregular attendance could result in one of the following actions:

- a. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution
- b. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment

The Supreme Court in April 2017 clarified the definition of regular attendance to be 'attendance in accordance with the rules prescribed by the school'.

Therefore, if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

**All letters regarding attendance irregularities will be sent to the legal parents of the child, irrespective of whether they are married or not, living together or not, or if they have contact with the child and/or parental responsibility.**

**If children receive more than 10 U code sessions in 6 rolling consecutive weeks, the above procedure for irregular attendance will be followed.**

As a school, we would like to support you with punctuality. Please book an appointment with myself by contacting the school office so that we can discuss ways forward.

Yours sincerely

Janette Allen  
Head Teacher