

28th February 2025

Dear Parent/Carer,

We are writing to inform you about an important matter concerning our school's behaviour expectations and the use of U codes for attendance.

A U code is recorded when a student arrives late to school without a valid reason or is absent without prior communication from the parent/carer. Our expectation is that all students are at school and in tutor time by 8.30am, with the first lesson beginning at 8.55am. Punctuality is crucial to ensure that students can fully engage in their lessons and contribute to the smooth operation of the school day.

The Department for Education advises that schools close their morning registers 30 minutes after school starts, which means that students arriving after 9.00am should be coded as U, not L.

Code U: Arrived in school after registration closed – DfE guidance, *Working Together to Improve School Attendance*.

The U code represents an unauthorised absence from the morning register, even if the student attends after 9.00am. This code is considered equivalent to half a day's absence, meaning two U codes within one week would count as one full day's absence.

To address late arrivals or unexplained absences, if a student signs in after the registers close and receives a U code, they will be required to attend a 30-minute detention after school.

If there are concerns about your child's punctuality, their tutor will contact you, and a follow-up letter will be sent if your child continues to be late.

If your child accumulates 10 or more U codes over a 10-week period, a penalty notice may be issued. This penalty currently stands at £80 per parent, per child.

We kindly ask for your support in ensuring that your child arrives on time each day, and that any absences are reported in advance. If you have any concerns or would like to discuss this further, please do not hesitate to contact the school.

www.fareham-academy.co.uk

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Headteacher: Mr C Pranker, BSc (Hons), NPQH

Celebrating Excellent Attendance at Fareham Academy!

We are also excited to announce our Attendance Drive Competition for Half Term 4! Here's how it works:

- **Golden Ticket:** Students who meet or exceed our school attendance target of 96% will receive a **Golden Ticket** on the last day before the Easter break. This ticket can be exchanged for a delicious chocolate bar as they leave the school. To achieve this, students need to attend 29 out of 30 days in the 6-week half term.
- **100% Attendance Rewards:** Students with perfect attendance for the half term will be entered into a draw to win vouchers worth £10, £25, or £50. Three winners from each year group will be selected!

This competition will run every half term to ensure that students with consistently good attendance are recognised and rewarded throughout the year, even if they occasionally fall ill.

Let's make this half term a celebration of dedication and success! Best of luck to all our students!

Thank you for your understanding and continued support.

Yours faithfully,



Mr. R. Lock
Senior Assistant Headteacher

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