

22 January 2024

Dear Parent / Carer

Re: Standards of uniform and punctuality to school

As we enter the mid-point of term 3, I wanted to take this opportunity to write and remind you of our expectations with uniform and punctuality to school. For 95% of our students, they arrive on time, and in the correct uniform every day, upholding the TPA Way with pride.

We have noticed during our daily uniform checks, some bad habits creeping in for a small number of our students and so a reminder to you of the following:

- Students should not be wearing leggings to school and should wear a black straight leg trouser.
- At this time of colder weather students can wear a plain white t-shirt or similar top under their school shirts; this is if they feel the cold/are struggling to keep warm. All underlayers need to be plain (no slogans/messages or visible logos are acceptable).
- Students should bring a suitable school coat to school. They are allowed to wear coats during the winter months as they move around the building. However, they must have their blazer on underneath their coat and remove coats in lessons.
- Students are also allowed to wear a charcoal grey, V neck jumper to school.
- **Hoodies are not permitted in school. Children will be asked to remove any hoodies and they will be confiscated.**

If students do arrive in the incorrect uniform to school and we are not able to resolve this within school, we will phone parents for support, to ensure students meet our expectations. Uniform infringements will be logged on Class Charts to keep you informed. For your reference the school policy on uniform can be found [here](#).

Punctuality to school

The school day starts at 8.30am sharp. Students who arrive after 8.30am will be marked late and will need to register via our Student Engagement Department gate. They will attend a line up with their respective Assistant Principal for their key stage where they will be registered as 'late'. This will be logged on Class Charts to support you to keep a track of your child's punctuality and intervene where necessary.

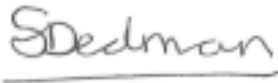
If a student arrives to school after 9.00am they will not be marked as 'late'. They will be marked as unauthorised absence (U code). Unauthorised absence from school can be considered an offence and 10 unauthorised absence marks in a 10-week period will lead to a referral to the Pupil Entitlement team for consideration of a Fixed Penalty Notice, currently £120 per parent. Our

attendance team will monitor this and aim to support you in ensuring your child arrives at school on time.

High expectations of how our students prepare to meet the world in both their appearance and punctuality is extremely important. By the school working closely with you as parents and carers to provide early intervention around these aspects it will ensure that our high standards are upheld and that our students are free to focus on achieving their very best at The Portsmouth Academy. The attendance policy is [here](#).

Thank you for your continued and ongoing support.

Yours faithfully,



Sarah Dedman
Vice Principal