The Portsmouth Academy

Dear Parent/Carer,

We are becoming increasingly concerned about the number of students who are continuing to arrive late to school. Punctuality is an important part of good attendance, and arriving on time ensures that students do not miss valuable learning and the start of their school day.

Please be aware that students arriving after **9:00am** will receive a **U code** in the register. This records the morning session as an unauthorised absence, even if the student arrives in school later that morning.

We would also like to remind parents and carers that **10 unauthorised absence sessions (U codes)** can result in a referral to Portsmouth City Council for consideration of a Fixed Penalty Notice. A fine of **£160 per parent, per child** may be issued, subject to the Local Authority's procedures and statutory requirements.

Moving forward, we will be monitoring punctuality closely and following the school's attendance procedures where persistent lateness continues. This may include contacting parents and carers, arranging meetings and, where appropriate, referring cases to the Local Authority.

We understand that occasional circumstances can affect punctuality; however, regular lateness is not acceptable and can have a significant impact on a student's education.

We ask that you ensure your child arrives at school on time every day, ready to learn.

Thank you for your continued support in helping us improve attendance and punctuality at The Portsmouth Academy.

Kind regards,

Attendance Team
The Portsmouth Academy

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