



Dear Parents/Families,

RE: U Code Lateness – Fixed Penalty Notice Fine

We are writing to inform you that we have concerns regarding your child's punctuality to school. Our records show that your child has been arriving late on a regular basis and as a result, is receiving a U code on their attendance record.

A U code is recorded when a pupil arrives after the register has closed (More than 30 minutes late). This means that although they have attended school, they lose their morning attendance mark and the session is recorded as an unauthorised absence. Repeated U codes can therefore have a significant impact on your child's overall attendance percentage. Students who are regularly late miss valuable learning time, key information at the start of lessons and important opportunities to settle positively into the school day.

At school, students are expected to arrive by **8:40am each day**. Research shows that arriving 30 minutes late every day can result in the loss of 19 school days of learning across an academic year. The Government and Coventry Local Authority have set clear expectations regarding attendance and punctuality. Under the national framework, persistent irregular attendance, including repeated unauthorised lateness, can lead to legal intervention and the issuing of Penalty Notices.

How do penalty notices work?

First Offence	Second Offence (Within 3 Years)	Third Offence and Any Further Offences (Within 3 Years)
The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.	A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.	The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'Failure to safeguard a child's education'.

To support improvements in punctuality, we ask families to consider the following strategies on the reverse of this letter. As part of our support and monitoring process, we will now closely monitor your child's punctuality over the coming weeks. We hope to see a significant improvement. However, if there is insufficient improvement and your child continues to receive unauthorised late marks (U codes), we will refer the matter to Coventry Local Authority, who may consider issuing a Fixed Penalty Notice in line with the national attendance framework.

If you would like to discuss further, please contact your child's College Team

College	The Team	Email
Centaur	College Leader: Mrs Turvey College Co-Ordinator: Mr Walker SLT Link: Mr Sanford-Casey	LHS-centaur@lynghallschool.co.uk
Dragon	College Leader: Mrs Coletta College Co-Ordinator: Miss Johnson SLT Link: Miss Middleton	lhs-dragon@lynghallschool.co.uk
Griffin	College Leader: Miss Odams College Co-Ordinator: Mr Oppong SLT Link: Miss Hagan	lhs-griffin@lynghallschool.co.uk
Pegasus	College Leader: Mr Loach-Smith College Co-Ordinator: Miss McGuinness SLT Link: Mrs Cook	LHS-pegasus@lynghallschool.co.uk
Phoenix	College Leader: Miss Gaggini College Co-Ordinator: Mr Baldwin	LHS-phoenix@lynghallschool.co.uk





SLT Link: Mrs Glancy	
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We appreciate your support in ensuring your child attends school on time every day.

Yours sincerely,

Attendance Team



1. Rethink the meaning of “on time.”
Students who are always on time are really people who arrive early. They acknowledge that things can go wrong to set them back several minutes. When things do “go wrong,” these students still arrive on time!

2. Get enough sleep.
If you have trouble getting out of bed in the morning, then make a serious effort to get to bed earlier. Sufficient sleep is essential for maximum brain function.

3. Give yourself a realistic amount of time to dress and groom.
You can do this with a simple exercise: Get up early one morning and time yourself (moving at a normal pace) to see how long it takes you to get ready. You may be surprised at the time it takes, especially if you find out you have been trying to squeeze 40 minutes worth of grooming into 15 minutes each morning.





TOP TIPS



4. *Go to the shop the day before.*

we see some lateness is due to students going to the shop and not prioritising getting to school on time. Go to the shop the evening before, this will support your punctuality.

5. *Be aware of bus issues.*

Be mindful of the bus timetable and the fact that buses can arrive late. Plan your journey with this in mind.

6. *Listen to traffic news.*

If you depend on public transportation or arrive to school via a car, always keep an eye on any interruptions in the local area.

**BUILT ON RESPECT
DRIVEN BY RESILIENCE
DEFINED BY EXCELLENCE**

