



The Griffin  
Teaching School  
Alliance



Moat House Community Primary School,  
Deedmore Road,  
Coventry  
CV2 1EQ.

Tel. No: 024 76 612073  
Fax. No: 024 76 610575

Email: [office@moathouse.coventry.sch.uk](mailto:office@moathouse.coventry.sch.uk)

Headteacher: Mr. Alasdair Black

15<sup>th</sup> December 2015

Dear Parents/Carer

Here at Moat House Primary School we value the importance of good punctuality. When pupils arrive late, they miss out on essential teaching and instructions given at the beginning of the lesson. In some classes, such as Reception, there could be a whole session which gets missed. This significantly reduces achievement, regardless of academic ability. They may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher - everyone's education is compromised.

Starting on **Tuesday 5<sup>th</sup> January 2016**, registration will close at **9:19**. We will be using a "U" code for any child arriving in school at **9:20 and after**.

The U Code records the pupil as "arrived **after** registration has closed" and is an unauthorised absence for the whole morning session. For example, if a pupil arrives to school at 9.30am, the morning session will be coded as "u", therefore recording an unauthorised absence.

School can request a penalty notice for any pupil that has **10** unauthorised sessions in a **5 week period**. **This includes any session coded as "u"**. **A warning letter will be sent to parents** giving a period of 20 days to improve attendance. Should there be any further unauthorised sessions within this period, a fine will be issued.

If you need to discuss this further please contact me at school.

Yours sincerely,

Mr Jaime McIlroy  
Attendance Lead



Official research partner  
Reading & Child Development  
Applied Research Group

