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We Make A Difference

**Headteacher**  
*Kam Grewal-Joy*  
**Deputy Headteacher**  
*Tamsin Woodward*

GDE/SGI  
September 2024

Dear Parents/Carers,

**RE: Students Arriving Late to School – DfE Guidance**

Further to the information that we shared with you in the summer term, I would like to remind parents/carers of the changes made by the Department for Education (DfE) to improve attendance and punctuality in schools nationwide.

School registers must now close shortly after registration. Students must be present at each registration time (morning and afternoon) to be given a present mark.

This means that should a student arrive late for school after registers have been taken, they would be too late to receive an attendance mark and would instead receive a U code. A U code is an unauthorised absence which covers the whole of the morning or afternoon session. Please note unauthorised absences can lead to social care involvement and/or a fixed penalty notice (fine) being issued.

The DfE have also introduced a new framework for Penalty Notices (please see attached details from Sheffield City Council as previously shared with all parents in April 2024). All schools are now required to consider a fine when a child has missed 10 or more sessions (5 days) due to unauthorised absences. Whilst this has not been common practice at Meadowhead School, it is important that parents and carers understand how absences from school may now result in a fine. Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly and on time

If there are any issues causing your child to be late/absent from school, please speak to the relevant pastoral manager or contact our attendance team on 0114 2372723 Ext 670 or e-mail [attendanceteam@meadowhead.sheffield.sch.uk](mailto:attendanceteam@meadowhead.sheffield.sch.uk) for help or guidance.

Your support in helping to ensure high levels of attendance and punctuality is greatly appreciated.

Yours faithfully,

*G Dearman*

Mr Geoff Dearman  
Assistant Headteacher

