



SILVERDALE
PRIMARY
ACADEMY

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Principal: Jonathan Morris

12.9.2025

Dear Parents

As a school we pride ourselves on providing outstanding educational provision for our pupils and will continue to work hard so your child can receive the very best during their time here at **Silverdale Primary Academy**. In order to do this, we need your co-operation in some key areas including **LATENESS TO SCHOOL**.

Any student who currently arrives late to school after 9.25am receives a U code on the register which equates to a session (half a day) of school absence, unless there are genuine reasons for lateness and evidence is provided.

Throughout this academic year we are operating a graduated approach which will ultimately aim to reduce the time from which this mark will be issued to students who are late to school. Attendance to school, for some students, is below where it should be and far too many students arrive to school after 8.55am, missing vital learning and preparation time and missing the opportunity to embed good habits essential for life after school.

All students who attend Silverdale Primary School have an attendance target of 96% and any level of attendance below this is not an acceptable level of attendance.

From Monday 15th January, the time from which a U code will be issued will be reduced to 9.20am in line with guidance issued by the Department for Education. Where students arrive in school after 9.20am they will be classed as absent from school in the morning, and it will be classed as an unauthorised absence.



Furthermore, as a U code is an unauthorised absence any parent whose child is marked with 10 or more of these within a 10-school week period is at risk of receiving a Fixed Penalty Notice. Any genuine reasons for lateness will require medical evidence, etc for the absence to be authorised. You can address this, however, by ensuring your child arrives promptly to school and I would like to thank you in advance for your support in this matter.

I would like to make it clear that 9.20am is not the target start time to school. Students are expected to be on site by 8.45am, and these new arrangements will be rigorously enforced to ensure they are consistently applied.

We understand that there are days where, due to circumstances out of your control, your child may arrive late to school, but lateness should by no means be a routine occurrence.

Please encourage your child to be responsible for their own learning time by promoting good punctuality. Practical steps such as ensuring they get to sleep on time the night before and asking them to pack their school bag ready for the next day can help the family get out of the door on time!

I would like to take this opportunity to thank you in advance for your co-operation in the areas of punctuality and attendance.

PLEASE NOTE – WE HAVE NOTICED AN INCREASE IN PARENTS DRIVING ONTO SCHOOL SITE

- Driving on site for parents is not permitted unless with pre-approved permission from the headteacher. The school gate will now be locked between the hours of 8.30am and 3.30pm.



Jonathan Morris
Principal
Silverdale Primary Academy