



Attendance & Punctuality Policy

The school recognises that learners need to be punctual and attend school regularly if they are to fulfil their spiritual, moral and academic potential

Attendance registers

1. Registers are kept on a computerised system called "SIMS".
2. Registers are taken at the start of every morning and afternoon sessions as well as during every lesson.
3. Parents have a responsibility to ensure that their son attends school and arrives on time.
4. Learners need to arrive at school in time to be registered at 8:40am.
5. Learners who arrive late need to register at the Learner Services Office. They need to explain why they are late. A text will be sent to parents if a learner is late. The Year Leaders oversee detentions for lates.

Absence

1. If your son is absent from school would expect you to telephone school before 10:00am with the reason why. If no contact is made the school will contact the parents on the first day of absence.
2. Parents need to contact the school on every day their son is absent unless authorised.
3. Parents will be contacted by letter if no explanation for a son's absence is given.
4. Parents can check on their son's attendance by contacting the Learner Services office.
5. Absences are recorded as being authorised or unauthorised.
 - An authorised absence would cover such issues as illness, medical appointments, and religious observance.
 - Unauthorised absences are those where the reason for absence is unknown to the school, or the reason is inappropriate. These may include absence without notification, going shopping, haircuts, sleeping in, traffic, etc.

Term time leave

1. The law states that learners should attend school each and every day it is open. In exceptional circumstances the Head Teacher can allow parents to take their son out of class for a maximum of ten days in a school year. Parents need to request permission in writing from the Head Teacher before they take a son out of school.

2. No leave should be taken during examination periods and this includes mock examinations KS4 GCSE examinations in May and June, there are also individual modular examinations at other times during the year, parents need to check with the school when these will take place.
3. In the following circumstances, a Penalty notice may then be issued:
 - a. Where the Head Teacher has refused the request but absence still occurs.
 - b. Where the Head Teacher has agreed to authorise an absence but the Learner does not return on the agreed date, with no satisfactory explanation.
 - c. Where parents have not sought permission from the Head Teacher for term time leave before taking their son out of school.

Monitoring absence

1. The attendance registers are monitored by the Attendance Officer and Year Leader to see if any patterns of attendance are emerging.
2. A letter will be sent to parents if we have concern over a son's attendance.
3. If there is no improvement following this initial letter we will invite parents to an interview to discuss why their son isn't attending school regularly or is frequently late for school.
4. The school and parents need to work together to ensure that the learner is able to do their best in school. In order to do this, the learner needs to attend on a regular basis. Every lesson of every day counts.

The role of the Attendance and Pupil Support Officer (APSO)

1. Attached to UBHS is an APSO. We have regular meetings with our APSO. We inform the APSO of any concerns we have about a son's attendance, or if a son is late on a regular basis.
2. Learners whose absences have fallen to 90% attendance will formally be referred to the APSO. They will contact parents and where necessary arrange a visit in order to discuss why a learner is absent from school.
3. If parents fail to cooperate, and ensure the regular attendance of their son, the LA then has the power to prosecute or issue a penalty notice.

Promoting good attendance

1. Expectations are high and the school expects all learners to strive for a minimum of 96% or above attendance.
2. The school highlights attendance through charts on the notice boards around school and via the Interim Grade sheets. These are produced 5 times per year and shared with parents.
3. Each year, attainable but challenging attendance targets are set for each learner and the school. These are reviewed by parents in our Going For Gold target setting days as well.
4. Positive encouragements for good attendance are given in the form of trips, rewards, postcards and year end certificates. Learners must have attendance of at least 96% in order to be eligible for rewards trips and activities.

5. Assemblies regularly focus on the need for good attendance at school and the link between high attendance and high achievement.

Evaluation of attendance

1. Attendance to improve steadily (regular returns to DfE/internal analysis)
2. Attainment to be inline with school targets (internal and external examinations results)
3. Learner and parent surveys are used to solicit feedback on attendance to help us improve the education and guidance we give your son.
4. An annual survey to identify attendance trends is used to inform future planning.

Thank you to all parents who send their son to school on a regular basis and on time. Every lesson of every day counts and helps to son to build a stronger future.