



Attendance



The link between attendance and attainment is firmly established; those students who attend more achieve greater qualifications and are more able to access higher education, employment or training. The most important factor contributing to your child's success at UCS is 96% attendance.

UCS expects all students to achieve at least 96% attendance.

UCS Attendance Officer: Abigail Lockett: (enquiries@questrust.org.uk)

WHAT CAN I DO TO IMPROVE MY CHILD'S ATTENDANCE?

ROUTINES & PREPARATION

Ensure that your child is up sufficiently early in the morning to get to UCS without being late. The UCS expects all students to be on site at 08.30 each day ready for the 08.40 start.

Regular and punctual attendance at school is a legal requirement under Section 444 of the Education Act 1996. It is essential that parents maximise the educational opportunities available to their children and provide the best possible start in life. Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Head teachers (and Deputy or Assistant Head teachers authorised by them) and the police to issue penalty notices for unauthorised absence from school.

If a student has unauthorised absence of 10 sessions (5 days) or more, in any 12 week period (where no acceptable reason has been given for the absence) or a student persistently arrives late for school after the close of registration at 09.05am, their parents or carers may receive a Penalty Notice fine of £60, which must be paid within 28 days. Failure to pay the fine may result in prosecution and an additional fine of up to £2500 or up to 3 months imprisonment.

MEDICAL & DENTAL APPOINTMENTS

Parents are advised where possible to make medical and dental appointments outside of the UCS day. Where this is not possible, students should attend the UCS for part of the day. Parents should show the appointment card to school in order for their child to leave the UCS at a particular time. The loss of a single day will reduce your child's attendance in any single week by 20%.

HOLIDAYS

UCS does not authorise holidays during term time, consequently parents are reminded that they should only book holidays outside of the school term. If holidays are taken during term time a penalty notice will be issued. Parents will be invited into UCS for an attendance panel meeting following an unauthorised holiday.

ILLNESS

Parents must call reception on 01204 928700 before 08.30 to report a student absence, a phone call must be made on each day of absence. For students who have not attended UCS Bolton, parents will receive a phone call from Miss Lockett to establish the reason for absence. For prolonged medical absences medical reports may be requested. Students are encouraged to take the lead on missed

work during a school absence; students are expected to email their class teachers to obtain and catch up with any missed work.

ATTENDANCE MONITORING

Your child's attendance is monitored weekly, on the basis of their attendance they are placed into an attendance band. Students in different bands receive different interventions designed to improve their attendance and therefore enable them to achieve the best possible educational outcomes.