

## Rewards for good Attendance

Attendance league  
Reward Breakfasts  
Reward points  
Certificates  
College trips  
Vouchers  
Prizes for improvement

100%



**EVERY DAY. ALL DAY. ALL THE WAY!**

**ATTENDANCE COUNTS**

A complete version of our college attendance policy is available from the attendance office.

If you have any queries about the contents of this leaflet or if you are concerned about your child's attendance please contact the college attendance team on 01282 683014

We want all of our students at Unity College to achieve their full potential and regular attendance is vital in achieving this.



Unity College

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Unity College

## Unity College Attendance Policy

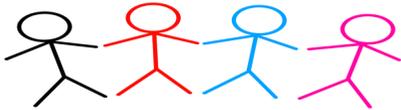


## Summary of College Attendance Policy

At Unity College we expect students to attend college punctually every day, as long as they are fit and healthy enough to do so.

We feel that one of the most important parts of promoting good attendance and punctuality is that both parents and students have a positive relationship with college.

Research shows that students who attend college regularly are more likely to do well in the future. Regular attendance helps students to develop their confidence and to make and keep lasting friendships.



## If your child is absent...

Ring college at the earliest opportunity to let us know. Please ensure we have up-to-date contact details for you.

If your child has a medical appointment send a note to college explaining the reason for absence in advance if possible.

College will ring or may conduct a home visit if we have no contact.

## What is 'Good' Attendance?

Anything less than 100% means that your child is missing out on their education and opportunities to realise their full potential.

90% attendance is the same as missing half a day per week, or one whole month a year off college.

Punctuality is also very important. College starts at 8.45am each morning. Being 15mins late each day is the same as 10 days off college each year.

Students arriving after 10.30am without a valid reason will receive a 'U' code in the register which counts as an absence.

We will consider the use of penalty notices for students who are persistently late.

**EVERY**  
**SCHOOL DAY**  
**COUNTS**

## Holidays in Term Time

Holidays in term time are disruptive to a student's education and will be marked as unauthorised unless there are exceptional circumstances. All holiday requests should be made in writing to the Headteacher prior to booking. Holidays taken without permission will result in the issuing of a penalty notice.

## Attendance Procedures

We have established a system of procedures for dealing with poor attendance. This includes:

- Letters of concern to Parents/Guardians
- Student/Parent/Guardian meetings in college
- Home visits
- Referrals to outside Support Agencies
- Governors Panel meetings
- Referrals to the Local Authority for the issue of penalty notices and/or prosecution

We have an 'open door policy' and are always happy to listen to any concerns that you may wish to raise.