

Attendance

Attendance is one of the most important lessons for life. In order to reach your full potential, it is imperative that you attend every day.

IT IS YOUR FUTURE

Parents have a legal duty to make sure that their children are properly educated. 'Regular attendance' means that pupils should be in school from Monday to Friday during the hours 8.25am until 2.30pm.

If your child is ill and has to be absent from school, you are asked to either ring the pupils' Absence Line on: **0161 921 1361** or email the school for each day your child is absent.

Please note that any absence is not an automatic right but is granted at the discretion of your child's Head of House.

Family holidays will no longer be authorised during term time.

Appointments should always be made outside of school hours where possible. If your child needs to attend an appointment during school hours they should come into school before and after their appointment and proof should always be provided.

Absence is monitored very closely at Buile Hill and we expect all pupils to achieve a minimum of 95% attendance. We also operate a 'first day response' system which is designed to improve irregular attendance. This includes a telephone call home and/or a home visit by a member of the pastoral team.

If your child has **10 or more absences**, including late after registration closes marks, any future absences will not be authorised without medical/supporting evidence and school may request a **Fixed Penalty Warning** to be sent to you. If their attendance does not improve after this it could result in a **fine of £60 or more**.

Lateness

Lateness is not acceptable and is carefully monitored. Late arrival to school causes unnecessary disruption to the learning of others. Students who are persistently late will be placed in detention.

Attendance

You must:

- Be in school every day and on time
- Make medical/dental appointments out of school time
- Not take holidays in school time
- Ask your parent/carer to phone school by 08.30am for every day you are too ill to attend
- Bring a letter from home on your return to school, stating the reason for your absence
- Record your own attendance in your planner (use the academic year planner page to do this)

The positive consequences of good attendance will result in:

- Certificates
- Rewards
- Recognition
- Every opportunity to achieve your potential
- Rewards trips
- Yearly draw of iPods/iPads/Blackberry phones (prizes)
- House points

The negative consequences of unacceptable attendance will result in:

- Your education suffering
- Unnecessary time spent by Attendance staff/Form Tutor/Head of House contacting home
- Parents/carers attending governors' meetings, Fixed Penalty notice or court in the case of extended absence

ABSENCE LINE: 0161 921 1361