



# ! Attendance Fact Sheet !

## The Attendance Team

**Mrs L Shuttleworth-Brown**

**Miss K Baldwin** (Attendance Manager)

**Mrs A Kenyon** (PWO)

**Mrs L McGuinness** (Team Leader) - Grundy

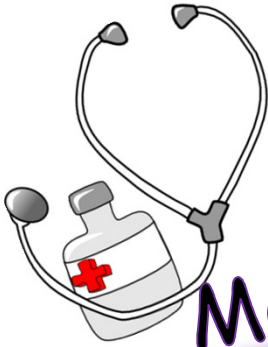
**Miss L Cowburn** (Team Leader) - Matham

**Mrs H Laughlin** (Team Leader) - Fields

**Mrs C Roberts** (Team Leader) - Birch

**Form Tutors**

**Caseworkers**



## Medical

If your child is absent with sickness, a phone call on the first day of absence must be made to the school. If your child is still absent after 3 days, please call the school to give us an update on how your child is. On return to school a note must be brought in and given to your child's form tutor

## Appointments

If your child needs to go for a medical appointment in school time please try to make the appointment **after 1pm.**

## Late

Pupils - If you are late for school you must come into the main entrance and sign in the late book.

The attendance staff will be carrying out late gates every week. 3 consecutive late gates will require the student/primary parent to meet with a member of the Senior Leadership team. Each half term there will be 'Punctuality Penalty Fortnight' initiatives, during these weeks all students from the secondary provision that are late will be issued with a detention to be fulfilled that day at break, lunch or after school.

No UCAs will be given for students that are unpunctual.

## Holidays

In order that your child reaches their full potential, they must be in school every day. Unity College **does not authorise** holidays during the school term. **Penalty notices will be issued.**





100%	0 weeks of learning missed
95%	1 week and 4 days of learning missed
94%	3 weeks and 4 days of missed learning
85%	5 weeks and 3 days of missed learning
80%	7 weeks and 3 days of missed learning
75%	9 weeks and 1 day of missed learning

## Traffic Light Letter

Attendance is monitored every 2 weeks by the Form Tutor, Attendance Manager, PWO and Team Leaders. A letter will be sent out to inform you what colour stage you are on. You will be called into a meeting if your child's attendance starts to fall

## Rewards for Attendance

100% attendance draws for Blackpool FC tickets

Friday Fiver – every week for 100% attendance that week

Every half term UCAs can be traded in for prizes at the school shop!  
Each week to gain a UCA a student must have 100% attendance, 40 merits and no demerits

*If you have any problems which you would like to talk about regarding attendance please do not hesitate to contact Miss K Baldwin (Attendance Manager) on 01253 355493 or 07572447574*