

MOMENTS MATTER, ATTENDANCE COUNTS

REPORTING ABSENCE AND PUNCTUALITY UPDATE

Reporting your child's absence

For the academic year 2026-2027, all student absence must be reported via telephone. This means a text message or email will no longer be accepted. Parents and carers should make every attempt to inform school of a student's absence by:

- Calling school before 8am where possible on the school number of 01925 636414, following the guidance to 'report a student's absence'
- If you cannot call before 8am, please follow the guidance to report your child's absence with the Head of Year
- Our Attendance Officer, Miss Fairbrother, can be contacted at any time on 01925 636414 Ext. 179 or rfairbrother@boteler.org.uk to discuss all matters attendance.
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Punctuality – The U code is an absence

Good punctuality is essential for fostering a positive learning environment, promoting personal growth, and preparing students for success in all aspects of school life.

Students need to be in year group lines, ready for standard checks by 8.25am Monday to Thursday, and 8.50am on a Friday.

Where a student is late to school after 9am, they will receive a U code. A U code is where a student has arrived in school after registration has closed but before the end of session (AM or PM).

As a school we have clear guidance to follow, where the Department for Education clearly state:

'Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes'.

Please note that a U code is classified for statistical purposes as unauthorised absence, where this may lead to more formal attendance procedures being put in place.

Like with absence, punctuality and exceptional circumstances should be reported to our Attendance Officer or your child's Head of Year.

We are here to support, so please do not hesitate to contact us.