

Horringer Court Middle School Attendance Procedures

Unity Schools Partnership(USP) Attendance Policy can be found on the Unity Schools Partnership Website in our policy section -

<https://www.unitysp.co.uk/policies/>

As a USP school, Horringer Court Middle School has adopted this policy.

Horringer Court Middle School has its own additional procedures which are shown below.

- The morning register will be called promptly at 8:30am.
- Any child arriving after 8:40am but before 9am will be marked as late (no longer than 30 minutes after the calling of the register.
- Any child arriving after the registers have closed at 9am will be marked as unauthorised absence.
- The afternoon register will be called promptly at **3:05pm**.

Please note that Horringer Court Middle School, like all schools in Unity Schools Partnership, will not authorise any term time holidays unless the circumstances are judged exceptional.

The decision of the Headteacher is final.

In the event of absence, all parents are expected to contact school, on each day of absence, before 8:30am. This can be done by contacting the school on;

Tel; 01284 755626

email: office@horringercourt.org

In the event of a child's absence from school and no contact from home, school will commence first contact procedures from 9am.