

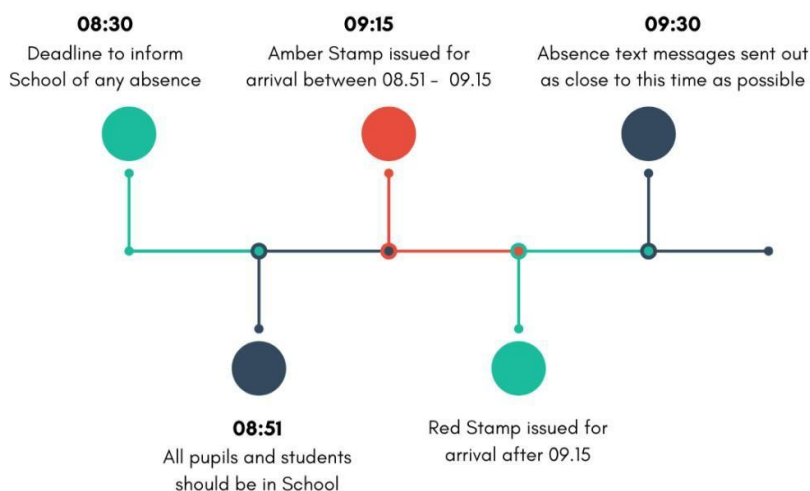
## Reporting an absence to the School

Daily attendance updates will also be provided on ClassCharts. This includes two register sessions per day - AM (morning) and PM (afternoon). You will be able to track your child's daily attendance from your mobile device. Your child is expected to attend School every day. Attendance is the single most important factor underpinning your child's success at School.

Your child is to arrive to School on time every day (08:45), except in cases of illness or another legitimate reason which can be evidenced. If your child is absent, parent(s)/ carer(s) must contact the School by 08:30 on the day of absence to report the reasons why their child cannot attend School. If an absence lasts for more than one day, it is the parent/ carer's responsibility to keep the Attendance Officer informed (see contact details below).

Here is an infographic of the School's absence daily reporting timeline:

### Absence Reporting Timeline



You can expect staff at School to be in touch if your child's attendance drops below the expected standard. We strive for all our pupils to have 100% attendance and will be concerned if your child's attendance drops below 96% percent (this is equivalent to 7.5 days absence over the academic year).

### Key Contacts:

Attendance Officer: [attendance@uobschool.org.uk](mailto:attendance@uobschool.org.uk) 0121 796 5004  
 Assistant Principal: [j.bennett@uobschool.org.uk](mailto:j.bennett@uobschool.org.uk)  
 Family Support Worker: [p.greaves@uobschool.org.uk](mailto:p.greaves@uobschool.org.uk)