

# Attendance Procedure

At UTC Swindon, we encourage all our students to aspire to high standards of attendance.

Students should arrive to school by 8.30am, to be ready in their classroom for 8.40am, when morning registration is taken.

Daily and punctual attendance is essential to ensure that student's get the most out of their school experience, gain the greatest benefit from their education, reach their highest academic potential and best possible outcomes, including attainment, wellbeing, and wider life chances.

It is compulsory that all children receive a full-time education, and it is a parent's legal responsibility to ensure their child attends the school they are registered with. Failure to do so could result in prosecution. Students failing to attend school on a regular basis will also be considered as a safe-guarding matter.

UTC student's attendance is monitored in stages:

Expected attendance	95 – 100%	
Stages	Percentage	Action
<b>Stage 1 –</b> Requires Improvement	95 – 90%	When attendance drops below 95%, you will receive an email from your child's tutor to enquire why their attendance has fallen below expectations.
<b>Stage 2 –</b> Persistent Absence (PA)	90 – 80%	When attendance is below 90%, this is classed as Persistent Absence. You will be invited in to complete an Attendance Plan with the Attendance Officer and Head of Year to discuss support available and set improvement targets. The AP will be reviewed regularly.
<b>Stage 3 –</b> Persistent Absence (PA)	80 – 50%	When attendance drops below 80%, school will request we start an Early Help Assessment, in addition to the Attendance Plan. This enables school to refer to other agencies for support. EH review meetings will take place every 6-8 weeks following the initial plan.
<b>Stage 4 –</b> Severe Absence (SA)	Below 50%	When attendance is 50% and below this is classed as Severe Absence. Where interventions have not been successful in improving attendance, the Education Welfare Service will now consider the appropriate legal pathways.

We expect the full support of our parents/carers and recognise the importance of regular attendance by:

- Ensuring that your child attends school every day and on time.
- Keeping school informed of absences on a daily basis.
- Attending all meetings arranged by school regarding attendance and punctuality.
- Not taking your child out of school for appointments or holidays.
- Ensuring that your contact details are kept up to date with school.

Setting a good attendance pattern during education shows reliability on college and apprenticeship applications.

### **Absence**

Only the school, within the context of the law, can approve absence.  
Parents cannot approve absence.

If your child is absent, you must:

Contact the school by **8:50am** by telephone **01793 207920**  
or email [attendance@utcswindon.co.uk](mailto:attendance@utcswindon.co.uk).

Contact us daily when absent, for safe-guarding reasons, unless otherwise agreed with the school.

If your child is absent, we will:

Telephone and/or email you, if we have not heard from you.

If we are concerned about your child's absence, a member of SLT (Senior Leadership Team) and the Attendance Officer may request to **carry out a home visit with you**.

Authorised absences: are those with good reason like illness, emergencies or other reasons that have been agreed with the school. Evidence of an appointment with a medical practitioner, particularly if the absence is prolonged and/or frequent, may be requested.

Medical appointments: should be booked outside of school hours unless it is absolutely necessary and then a copy of the appointment card/letter must be given to the school so it can be coded as an authorised absence. We prefer that the student is only absent for the appointment and is in school before and/or after the booking.

Unauthorised absences: are those which the school does not consider as reasonable, and this could lead to you being issued with a Penalty Notice and/or prosecution.

These can include:

- Parents/Carers keeping their child off school unnecessarily.
- Truancy.
- Absences that have not been properly explained.
- Students who regularly arrive too late to get a registration mark.
- Day trips, holidays or birthdays during school hours.
- Looking after siblings/family.
- 10 sessions (5 days) or more of unauthorised absences.

### **Registration**

AM registration is taken at 8.40am, during tutor time.

PM registration is taken at 12.30pm.

These marks are either documented as present, as an authorised absence or as an unauthorised absence, these marks will determine the student's percentage attendance.

### **Punctuality**

Poor punctuality is not acceptable.

We request that students arrive to school by 8.30am so they can go to their lockers and prepare themselves ready and be in the classroom for Tutor time starting at 8.40am.

Arrival after the AM register has closed, will be recorded as an unauthorised absence and too many of these could result in a Penalty Notice.

A student's late arrival to any lesson disrupts the teacher, the other students and the flow of the lesson that will have started.

School staff will monitor punctuality and work with students and parents/carers to ensure that a student's learning is not seriously interrupted by poor attendance or punctuality.

When the number of late arrivals becomes significant and if no improvement is being made, you will be called in for a meeting.

### **The Attendance Officer**

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data.
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Headteacher.
- Working closely with the Education Welfare Service.
- Advising the Executive Principal when to issue Penalty Notices.

### **The Education Welfare Service**

School must keep EWS informed of attendance levels and any concerns.

EWS may become involved with individual cases, where there has been no improvement to attendance following early interventions. Their involvement could lead to a Penalty Notice, legal proceedings and prosecution in the Magistrates Court.

### **Leaving site**

No Year 10 or Year 11 students can leave site during the day without permission from the school and you as the parent/carers. Please contact the school prior to a student needing to leave site or being collected either by phone or email, so we know to expect you and have agreed to the absence.

Students always need to sign in or out when arriving or leaving site at Reception.

### **Students feeling unwell**

Students feeling unwell should speak to a member of staff first and not call a parent direct to be collected, so we can see if we can help initially and will make the call home if necessary. School is happy to hold medication on site for students use, to support them in school.

**Holidays in term time**

Holidays taken during term time will not be authorised.  
An unauthorised holiday will result in a Penalty Notice.

**Absence requests in term time**

Absences will be carefully considered on each individual case.  
Government Legislation states that requests for absence during term time will only be authorised if the Headteacher considers it to be exceptional circumstances. The Headteacher may require evidence to support any request for absence.  
It is only the Headteacher who can approve or decline absence requests.  
Parents do not have the right to take their child out of school during term time and should consider the impact missed schooling will have on their child's learning and progress.  
Any request should be submitted as soon as it is anticipated and at least 3 weeks before the absence.

**Penalty Notice (PN)**

A Penalty Notice will be issued to each parent responsible for each child. Birth parents and additional carers have an 'educational parental responsibility' therefore, a Penalty Notice may be issued to all parties.  
Each Penalty Notice fine is issued for £160 if paid within 28 days, or £80 if paid within 21 days. Further fines issued are £160.  
The payment is made directly to the Local Authority.