

# KS5 Attendance

Daily and punctual attendance is essential to ensure that students 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. Students failing to attend school regularly will be considered a safe-guarding matter.

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

UTC students' attendance is monitored in stages every week:

Stage	Trigger	Responsible	Action
1	Attendance falls below 95%	Attendance Officer	Email home Data passed to HoKS5 and tutor
2	Attendance remains below 95%	Tutor	Email home again Tutor to interview student
3	Attendance remains persistently below 95%	HoKS5	HoKS5 to interview student
4	Attendance remains below 95% (Or other targets not met eg Attainment)	HoKS5	Parents called in for meeting with student/HoKS5/Tutor

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

- Ensuring that their 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 their child out of school for appointments or holidays.
- Ensuring that their contact details are kept up to date with school.

Setting a good attendance pattern during education shows reliability on college, university 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 a child is absent, we will:

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

If we are concerned about a child's absence we will arrange a meeting with the parent/carer to discuss the situation.

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.

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.
- Driving lessons, theory or practical driving tests.
- Paid employment.

### **Punctuality**

Poor punctuality is not acceptable.

We request that students arrive at school by 8.30am so they can go to their lockers and prepare themselves 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.

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, parents/carers 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 Head of Key Stage.

### **Leaving site**

Year 12 and 13 will be expected to remain on site until lunchtime either in formal lessons or carrying out study or extra-curricular activities. Subject to satisfactory attendance and punctuality, this will be reviewed on an individual basis at October half-term with the proviso that the privilege may be withdrawn if attendance or attainment levels drop. In the afternoons KS5 students will be allowed to leave site but must still attend timetabled lessons. Driving lessons and other appointments should be scheduled outside these times.

Students always need to sign in or out when arriving or leaving site at Reception as per fire regulations.

**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.