

Attendance Procedures

Introduction

At UTC Swindon, we encourage all students to aspire to 100% attendance, we expect all students in KS4 & KS5, to attend regularly and punctually and expect the full support of parents/carers.

Regular attendance is essential to ensure students gain the greatest benefit from their education, to reach their academic potential and achieve their best possible outcomes. It is vital that they attend school, on time and every day the school is open.

Promoting Regular Attendance

Ensuring your child's regular attendance to school is a parent's legal responsibility; it is compulsory that all children get a full time education and failure to do so could result in prosecution. Students failing to attend on a regular basis will be considered as a safeguarding matter. Only the school, within the context of the law, can approve absence. Parents cannot approve absence.

UTC Swindon use 6 categories to monitor each student's attendance:

Outstanding	97 – 100 % attendance	Great attendance, fewer than 6 days of absence in 1 academic year, you are above the school attendance target
Good	95 – 96.9% attendance	Less than 10 days of absence in 1 academic year, students are likely to achieve their targets and will be well prepared as they move up through the school
Requires Improvement	93 – 94.9% attendance	Less than 15 days of absence if your attendance is in this category you will have had up to 3 weeks of absence in the school year
Poor Attendance	90.1 – 92.9% attendance	You will have had up to 19 days of absence, students in this category may fall behind and will be difficult for them to achieve their best
Persistent Absence	85 – 90% attendance	You will have had at least 4 weeks or more out of school which will have had a severe impact on your education
Excessive Persistent Absence	Less than 85% attendance	At this point your lack of attendance will have an impact on your future education and employability choices post 16 & 18

We will provide regular updates on your child's attendance and celebrate all attendance kept at and above 97%.

We expect parents/carers to recognise the importance of regular attendance to school and we seek their support in:

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

A student's absence or late arrival will disrupt learning and a lesson routine. School staff will work with students and parents/carers to ensure that a student's learning is not seriously interrupted by poor attendance or punctuality. Setting a good attendance pattern during education, shows reliability to employers looking to recruit.

Registration

AM registration is taken at 8.30am.

PM registration is taken at 12.30pm.

These marks are either documented as present, as an authorised absence or as an unauthorised absence.

Absence

If your child is absent, you must:

- Contact the school by **8:30am** by telephone **01793 207920** or email hcurtis@utcswindon.co.uk.
- Contact on a daily basis of absence for safe-guarding reasons.

If your child is absent, we will:

- Telephone you if we have not heard from you.
- If we are concerned about your child's absence, a member of SLT and the Attendance Officer may request to carry out a home visit with you.

Authorised absences: are those with good reason like illness, evidence of medical appointments which unavoidably fall in school time, emergencies or other reasons agreed with the school. No Y10/11 students can leave school during the day without permission from us and you as the parent/carer, the student will need a note from you or be collected to leave site and also sign out at Reception.

Unauthorised absences: are those which the school does not consider as reasonable and could lead to you being issued with a Fixed Penalty Notice. These can include:

- Parents/Carers keeping their child off school unnecessarily.
- Truancy before or during the school day.
- Absences that have not been properly explained.
- Students who arrive too late to get a mark.
- Day trips and holidays during school hours.
- Looking after siblings/family or birthdays.
- 6 sessions (3 days) of unauthorised absence in a term

Medical and Dental appointments: should be booked outside of school hours unless it is absolutely necessary and then a copy of the appointment card/letter should be given to the school.

Holidays in term time: will not be authorised by the school unless there is a very exceptional circumstance and each individual application will be carefully considered. 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.

An unauthorised holiday will result in a Fixed Penalty Notice.

Lateness

Poor punctuality is not acceptable.

We request that students arrive to the College by **8.20am** so they can go to their lockers and prepare themselves ready for the first lesson starting at **8.30am**.

If a student arrives after 8.30am, without good reason, the student will be given a slip for a half hour detention to complete that evening. Failure to complete the detention will lead to a day in isolation the following day.

You will receive a letter of concern from us, when the amount of late arrivals becomes significant and if no improvement is then made, you will be called in for a meeting.

When the AM registers close, the lateness will be recorded as an unauthorised absence and too many of these this could result in a Fixed Penalty Notice or prosecution.

Arrival late to any lesson disrupts the teacher, the other students and the flow of the lesson that will have started.

The following procedures apply to KS4:

Persistent Absenteeism (PA)

A student becomes a 'Persistent Absentee' when they miss 10% or more of schooling for whatever reason. Absence at this level will have considerable damage to a student's education.

We monitor attendance thoroughly and will start taking action when the level drops to 96% to avoid the student reaching the 'PA' mark. You will receive a letter of concern from us, informing you that the attendance has fallen below expectations and if there is no improvement you will be called in for a meeting.

If no subsequent improvement is made, we will forward the student's case to the Education Welfare Service, which could lead to Legal proceedings.

Referral to Education Welfare Services

We will make a referral of a student's case to the EWS, if we see no improvement to their attendance after we have tried to resolve any issues with an early intervention, including letters and meetings with you. This could lead to prosecution in the Magistrates Court or a Fixed Penalty Notice.

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