

## Attendance

At UTC Swindon attendance is a serious matter. We are all working together to ensure students reach their academic potential and it is a well-established fact that poor attendance can have a negative impact on academic progress. We expect all students' attendance to be above 95%.

- 90% attendance = 17 hours missed every week
- 90% attendance over 1 year = 4 missed weeks
- 90% attendance over 4 years = almost ½ a year missed

Research has shown the effect of absence on future academic success:

Attendance	% of students achieving 5 or more GCSE grades A* - C
Over 93.5%	75%
92.5% - 93.5%	60%
Less than 88%	27%

### School Absence Policy – Information to Parents/Carers

All students should arrive at College by **8.20am**, ready for learning (**lessons start at 8.30am**). A student arriving after 8.30am should sign the 'Late' register at Reception on entering the building. Students arriving after 8.40am (and 1.55pm for Year 13 students who have no lessons in the morning) will be recorded as 'late after registration closed', this is an unauthorised code.

If your child is unable to attend College it is vital that you call or email and report the absence with the reason. Telephone 01793 207920 or email [dlee@utcswindon.co.uk](mailto:dlee@utcswindon.co.uk)

You can support your child's attendance by:

- Ensuring your child leaves for College on time every day.
- Providing a written explanation for your child's absence from College.
- Not taking your child out of College in Term-time. For example, please book medical and dental appointments at the end of the College day.
- Not taking family holidays during Term-time. This may result in a Fixed Penalty Notice being issued. Holidays will only be authorised in very exceptional circumstances.
- Being sure of Inset Days. The College calendar is published in advance and is also available on the College website.

We will support your child by:

- Recognising and rewarding good attendance.
- Reporting your child's attendance.
- Informing you if your child's attendance drops below 95%.
- Informing you if your child is not in College and we have not heard from you.
- Investigating poor attendance/punctuality. Absence due to sickness for more than 3 days should be followed up with a note from your Doctor.
- Meeting with students with poor attendance/punctuality and supporting them in making the necessary improvements.
- Involving the Legal Welfare Officer at Swindon Borough Council should your child's attendance not improve following meetings with yourselves and us within the College.