



ENERGY COAST UTC

ATTENDANCE AND PUNCTUALITY POLICY

2022-2024

Approved: ENERGY COAST UTC GOVERNING BODY

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Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
0	NOVEMBER 2015	LM	NEW
1	MAY 2016	LM	Updating in relation to lateness (page 4 and 8)
2	JANUARY 2019	DC	Updating
3	JANUARY 2022	RDP	Pastoral Structure Changes Updated
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INTRODUCTION

Every student at Energy Coast UTC matters. The most important factor contributing to a student's success at Energy Coast is attendance. The link between attendance and attainment is firmly established. Those students who attend more, achieve greater qualifications and are more able to access higher education, employment or training.

Energy Coast UTC encourages 100% attendance for all our students as part of our commitment to the sponsors and employers with whom we work and who help us to deliver our promise of an apprenticeship, training or a university place.

The UTC expects students to attend regularly and arrive at sessions on time in order to take full advantage of the opportunities available to them at the College and at Gen 2. We expect that parents/carers will ensure their child arrives on time and support the UTC's policy on attendance and punctuality.

ROLES AND RESPONSIBILITIES

THE UTC WILL ENSURE:

- All staff understand their role in ensuring good attendance and punctuality;
- No students are deprived of their educational opportunities by, either their own non-attendance or lateness, or that of other students;
- Regular attendance monitoring by the Attendance Officer, in liaison with form tutors, Heads of Year, Heads of Key Stage and the Assistant Principal (Pastoral and Inclusion);
- Students with poor attendance and/or punctuality are challenged and students with good attendance and/or punctuality are rewarded through a transparent rewards system;
- Students and parents/carers are made aware of the procedures the College will follow if attendance and/or punctuality becomes a concern;
- Students who are authorised as 'sick' will receive work from relevant teachers within 48 hours;
- Further provision of work will be negotiated dependent upon the nature of the illness and likely period of absence;
- Detentions and other sanctions will be issued for students with persistent lateness.
- Weekly meetings of the Attendance Officer and Assistant Principal (Pastoral and Inclusion) are scheduled to discuss students whose attendance is causing concern and to assess if the intervention strategies in place need to be revised;
- Monthly meetings of the Attendance Officer and other pastoral colleagues are scheduled to discuss students whose attendance is causing concern and to assess if the intervention strategies in place need to be revised.
- The Attendance Officer produces weekly Attendance Reports for all UTC students;
- The Attendance Officer produces weekly Attendance Reports for students in receipt of Pupil Premium funding;
- The Attendance Officer produces attendance and punctuality data for meetings of the Governing Body.

PARENTS/CARERS SHOULD ENSURE:

- They fulfil their legal responsibility to send their child to College regularly;
- They are aware that they risk prosecution if they fail in this duty. Only the UTC, within the context of the law, can approve absence. Parents/carers cannot approve absence;
- They are aware of the procedures the College will follow if attendance and/or punctuality becomes a concern;
- They notify the College before 8.30am on the first day of absence, leaving their child's name, the reason for the absence, tutor group and expected date of return;
- They contact the College each day of their child's absence;
- Provide medical evidence if the absence persists for more than three days;
- That work is returned to the UTC in the identified timescale for marking;
- They arrange medical appointments outside of UTC hours whenever possible;
- For KS4 students they:
 - Understand that they cannot authorise their child's non-attendance for a medical appointment. Evidence of a medical appointment ahead of the appointment date must be provided;
 - Collect their child from the UTC and sign him/her out and back in after the appointment;
- For KS5 students they:
 - Provide evidence of a medical appointment. The Attendance Officer may ring home to confirm the appointment;
- Their child returns to the UTC before and/or after the appointment. The College cannot authorise a full day's absence for medical appointments;
- They do not arrange family holidays during term time.

If holidays are taken without permission the holiday will not be authorised, an 'Unauthorised' mark will be recorded and the parent/carer may receive a fine if the child is taken out of the College.

The College will notify the Local Authority Access and Inclusion Officer for Attendance if this holiday absence is during the GCSE examination period. The LA may issue a fine or face prosecution.

THE STUDENT SHOULD ENSURE:

- They take responsibility to arrive at the College for 8.25am for registration at 8.30am and 1.15pm for the afternoon session;
- If they arrive late (after 8.30 am or 1.15 pm) they sign the appropriate 'signing in' log, giving the time and the reason for their late arrival;
- They will receive a **U** - Unauthorised Absence mark if they arrive at College after 9.30 am or 1.15 pm
- They are fully prepared for their work by bringing the correct equipment;
- They attend all timetabled sessions promptly;
- They ensure they are registered for all Enrichment activities;
- They are aware that absences without appropriate medical documentation will be classed as Unauthorised;

- They provide evidence of:
 - A doctors note after an absence;
 - A medical appointment prior to the date of the appointment;
- They understand that those with poor attendance and/or punctuality will be challenged and students with good attendance and/or punctuality will be rewarded;
- They are aware of the procedures the College will follow if attendance and/or punctuality becomes a concern.

ILLNESS

If a student becomes unwell during the day, he/she will be sent to Reception/Student Support with another student by the member of staff in charge. Students are **NOT** permitted to contact their parents/carers directly.

Trained staff will assess the illness and make decisions through Heads of Year/Head of Key Stage/Assistant Principal (Pastoral and Inclusion) about whether parents/carers need to be informed and whether a student will be sent home or collected by parents/carers.

REFERENCE TO THE LOCAL AUTHORITY ACCESS AND INCLUSION OFFICER FOR ATTENDANCE

Referrals will be made to the LA Access and Inclusion Officer in line with Cumbria CC Attendance Policy. The LA Access and Inclusion Officer for Attendance will usually give parents/carers up to a maximum of 12 weeks to bring about an improvement in their child's attendance. If after 12 weeks this has not been achieved, the LA Access and Inclusion Officer for Attendance will, unless there are exceptional mitigating circumstances, notify the parents/carers that a summons for them to appear in Court will be issued.

COURT ACTION

Regular and punctual attendance at school is a legal requirement under Section 444 of the Education Act 1996. Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Head teachers (and Deputy or Assistant Head teachers authorised by them) and the police to issue penalty notices for unauthorised absence from school.

If a **KS4 student** has unauthorised absence of 10 sessions (5 days) or more, in any 12 week period (where no acceptable reason has been given for the absence) or a student persistently arrives late for College after the close of registration, their parents or carers may receive a Penalty Notice fine of £60, which must be paid within 28 days. If payment is made after 28 days but within 42 days, the penalty is increased to £120. Failure to pay the fine may result in prosecution and an additional fine of up to £2500 or up to 3 months imprisonment.

If a **KS5 student** has unauthorised absence of 10 sessions (5 days) or more, in any 12 week period (where no acceptable reason has been given for the absence) or a student persistently arrives late for College after the close of registration, their parents or carers will be required to attend a meeting with the Head of 6th Form.

HOLIDAYS TAKEN IN TERM TIME

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Head Teachers/Principals may not grant any leave of absence during term time unless there are 'exceptional circumstances'. This also applies to family holidays.

Under the new legislation the following absence requests will not meet the criteria for approval:

- Family holidays due to convenience (for example because of parental work commitments, holidays taken at cheaper times of the year etc.);
- Visiting relatives;
- Family Day Trips (to exhibitions, concerts etc.);
- Visiting family/friends who have different holidays.

The decision as to 'exceptional circumstance' is at the discretion of the Principal but may include, for example, very close family bereavement and legal matters.

AUTHORISED ABSENCE

Authorised absences which are allowed by law are:

- Illness;
- Religious observance.

UNAUTHORISED ABSENCES

Unauthorised absences which are not permitted by law include:

- Caring for a sibling;
- Parent's illness;
- Birthday celebrations;
- Shopping.

ABSENCE PROCEDURES

All communication with parents/carers to be recorded on SIMS.

FIRST DAY OF ABSENCE

- If a telephone call has not been received by 8.30am to explain a student's absence the Attendance Officer will text and telephone the parent(s)/carer(s) and all other contact numbers.
- If the Attendance Officer is informed the student is ill she/he will attempt to ascertain from the parent/carer the likely duration of the illness.
- If contact is not made, the Attendance Officer will send an email.

SECOND DAY OF ABSENCE

- The Attendance Officer will attempt contact again to all contact numbers and ask the student's friends if they know of any reason why he/she is not in College.
- A further email will be sent.

THIRD DAY OF ABSENCE

- The Attendance Officer will discuss with the student's form tutor.**FOURTH DAY OF ABSENCE**

If the student has not returned to College and communication has not been established with the parent/carer, the Attendance Officer will discuss the absence with the form tutor and Vice Principal (Pastoral and Inclusion) and undertake a home visit. He/she will contact the LA Access and Inclusion Officer for Attendance to discuss the case

PERSISTENT ABSENTEES

- The Attendance Officer will escalate the procedures outlined above for students with a record of persistent absence to ensure the safety of the student.

ATTENDANCE PANEL

- Should a student's attendance be a concern long term, a range of measures will then be initiated, including letters home, parental meetings at the UTC, referral to the Governors panel, referral to the LA Access and Inclusion Officer for Attendance.
- A parent/carer will be invited to attend an Attendance meeting should their child's attendance fall below 95%. This will consist of the Attendance Officer, the Head of Key Stage and may include other pastoral colleagues and the form tutor.
- If there is no improvement in a student's attendance the Attendance Meetings will be escalated to include the Assistant Principal (Pastoral and Inclusion), or further escalated to the Vice Principal or the Principal.
- Where there are significant concerns, the panel will also include the LA Access and Inclusion Officer for Attendance, external agencies and the College governor with Safeguarding responsibility if required.
- The minutes of the Attendance Panel will be formally recorded. A detailed action plan will be completed, signed by the LA Access and Inclusion Officer for Attendance, the Attendance Officer, student, parent/carer and Head of Year. The action plan will be closely monitored by the Head of Year and Attendance Officer and if a student's attendance fails to improve over the agreed period, the LA Access and Inclusion Officer for Attendance will be notified.

A STUDENT'S RETURN TO COLLEGE

- On a student's return to College after an absence of more than three days, parents/carers must provide him/her with a signed letter, including a doctors note to explain the absence.
- If an acceptable reason for the absence is provided and accepted by the College, the absence may be marked as authorised.

- The College is under no obligation to accept the reason for the absence if there is doubt as to its validity.
- Where appropriate, parents/carers regularly identifying poor health as a reason for their child's absence, will be asked to provide a medical certificate from their GP.

PUNCTUALITY PROCEDURES

- Students should arrive at the UTC by 8.25am ready for registration at 8.30am. If a student is going to be late the parent/carer has a responsibility to inform the College by telephone of the student's expected time of arrival.
- All students who arrive late must report to Reception and sign the 'signing in' log, giving the time and reason for their late arrival.
- If a student arrives after 9.30am or after 1.15 pm they will be marked as **U** - Unauthorised Absence.
- If a student is late for either morning or afternoon registration more than twice in one week, this will result in a detention.
- If this pattern is repeated over a three week period, or if a pattern of irregular lateness is repeated, parents/carers will be notified and invited to a meeting at the College with the form tutor or Assistant Principal (Pastoral and Inclusion).
- If the student continues to arrive late to either morning or afternoon registration, the LA Access and Inclusion Officer for Attendance will be notified.