



Attendance Policy

Reviewed by:

Name:

Signature:

Date:

Aims

- To achieve maximum possible attendance at the UTC by providing an engaging curriculum and a supportive culture encouraging students to take full advantage of the educational opportunities available to them.
- To recognise the key partners who have responsibilities in this matter are staff, parents, the Education Welfare Officer and Local Authority.
- To involve a range of staff at the UTC in applying a range strategies to support high attendance and support students who find attendance more difficult.
- To ensure that lines of communication between the UTC and parents supports the recording and reporting of absences and promote a dialogue about attendance issues when the rise, including the involvement to external agencies if appropriate.

The Role of the Parents

- Parents are primarily responsible for ensuring that children attend the UTC regularly and that having arrived they remain in the UTC.
- Parents should ensure that their children arrive on time, properly attired and prepared for learning.
- Parents should contact the UTC, to discuss any problems surrounding attendance with the tutor.
- Parents should notify the UTC on the first day of absence, and any subsequent days by telephone, email, or via our MIS system.
- Parents should provide written confirmation of the reason in respect of any absence, identifying clearly the dates to which it applies.
- Parents should raise any concerns of long-term absence through illness, or otherwise with the UTC and discuss with external agencies (e.g. Educational Welfare Services) if needed

The Role of the UTC

- The UTC will promote the importance of good attendance with students and will seek to re-reinforce this through the rewards system (including employer recognition for 100% attendance), in communication with parents, by various means e.g. the UTC prospectus and website, newsletters, UTC reports and parents' meetings.
- The UTC will monitor attendance and to deal with the problems which may lead to non-attendance. The UTC will adopt schemes for the rewarding of good and improved attendance and for the re-integration of children with attendance difficulties.
- The UTC will classify all absences as authorised or unauthorised. The UTC has the responsibility to do this (not the parent, or LA).
- The UTC will report on attendance regularly to Governors, including in the Governors Annual Report. The
- UTC is legally required to produce attendance statistics for publication.
- The UTC will report to the Education Welfare Services of continuous unauthorised pupil absence of more than 20 school days.

The Role of the Tutor

- Tutors will lead the promotion and encouragement of good attendance and punctuality as part of their responsibility for the general wellbeing of their students.
- Tutors will take an electronic register every morning registration and record lateness to tutor period as required
- The tutor will ask pupils for written confirmation from parents explaining the reasons for absence, on the first day following the pupils return, unless a telephone call has covered the full absence.
- The tutor will monitor attendance and follow-up initial concerns with student and parents. If the tutor is unable to resolve the matter successfully the concern should be referred to the Vice Principal (BfL).
- The tutor will raise concerns about pupil absence, lateness or reporting ill should be shared with the Vice Principal (BfL).
- The tutor will monitor the attendance and reasons for absence of students in his/her tutor group and report concerns to the monthly student progress review meeting.

The Role of Subject Teachers

- Subject teacher will promote and encourage good attendance and punctuality in lessons
- Subject teachers will take an electronic register every lesson and record lateness to lesson as required

Role of Vice Principal (BfL)

- To promote good attendance and punctuality across the UTC, via students (assemblies), staff (CPD) and parents (Newsletters) and SLT/Governors (Reports)
- To liaise regularly with tutors to monitor developments in cases of concern around attendance and punctuality.
- To speak with students and parents whose attendance has continued to decline despite intervention from the tutor and provide strategies to support improved attendance.
- To meet parents in conjunction with the Educational Welfare Officer of students whose attendance is 85% or below.
- To meet the Education Welfare Officer on a regular basis to discuss informally problems regarding attendance and initiate any UTC driven legal proceedings, as appropriate.

The Role of the Attendance Officer

The main role of the Attendance Officer is to act as focal point for coordinating attendance information and communicating to others in the system. Specific tasks are as follows:

- Check all electronic registers are completed and send reminders to teachers as needed and inform the Vice Principal (BfL) of any issues regarding non-completion of registers
- Enter 'pre-authorised' absences in the MIS system (e.g. work experiences, trips & visits, medical appointments and holidays)

- Print out hard copies of daily register for fire drills
- Ensure that students arriving late 'sign-in' and transfer lateness to the MIS
- Run a daily attendance check and if a pupil does not arrive at the UTC and there has been no message from the parents, send a text message/email to parents by 10am.
- Take phone calls from parents on absences, transfer absence notes and calls to the MIS and authorise absences in simple cases
- Send a standard letter/email home on a weekly basis informing parents/carers of any absence if no message is received.
- Relate relevant attendance information UTC staff
- Produce reports on attendance data as required by the UTC for monitoring purposes
- Administer UTC BfL Policy in terms attendance rewards (e.g. 100% attendance certificates)
- Liaise with MIS provider regarding any issues involving recording, reporting, or analysing attendance data

The Role of the Governing Body

- The Education Act 1986 requires the governing body to produce an annual report for parents that includes the school's attendance figures.
- The governing body will monitor, challenge and support attendance in relation to the UTC Development Plan.

Review

- This policy will be reviewed biennially