

ATTENDANCE AND PUNCTUALITY POLICY

Member of Staff Responsible	Deputy Principal
Board of Directors' Committee Responsible	Stuart Banks, John Sinclair
Related Policies	Behaviour
Release Date	11 th July 2017
Next Review Date	11 th July 2019

Full attendance and punctuality at school is of crucial importance if each student is to achieve their potential. Only by being in school and attending all lessons, every day will each student be able to learn to the best of their ability and achieve success throughout their life. It is a legal requirement that students attend school regularly and it is the responsibility of parents to ensure this.

AIM

- To secure maximum possible attendance and punctuality at Silverstone UTC in order to ensure student's achievement.
- To ensure the school's expectations of attendance levels are explicit to everyone concerned.
- To ensure a consistent approach across the school to all matters relating to attendance and punctuality.
- To clarify roles and responsibilities with respect to attendance and punctuality.

EXPECTATIONS OF THE SCHOOL

- Students will aim for 100% attendance and not fall below 95% attendance.
- Students will come to school every day and attend all lessons.
- Students will arrive at least five minutes before the start of the UTC day.
- Students will arrive promptly for all lessons.
- A student's family will telephone/contact the school on the first day of absence as soon as possible and not later than 11am when their child is ill or send a message through a relative. The email address absence@utc-silverstone.co.uk can be used.
- The school will phone home if a student is absent and no message from Parents/Carers has been received.
- All students must bring a note signed by a parent or guardian explaining why and how long they were absent when they return to school.
- Families are expected to give advance notice to school of pre-arranged absence eg doctor, dental appointments.
- Families will be contacted if a student is late three times in a half term without good reason and will be asked to address the issue. Persistent lateness will result in further contact with families and a UTC sanction will be issued.

POOR ATTENDANCE

Poor attendance will lead to a student missing important work and this will affect their future grades in school and public examinations.

Poor attendance will appear on a student's record and will affect their reference and future employment prospects.

AUTHORISED ABSENCE

Only the school can authorise absence. The school will agree to authorise absence only when:

- The student is ill or receiving medical attention.
- Days of religious observance if the school knows in advance.
- Absence due to family circumstances eg bereavement, serious illness, family funeral.
- Compassionate grounds at the discretion of the Head of Year.
- The student is excluded.
- The activity relates to sporting activities which are part of our support of Gifted & Talented students.

Routine medical and dental appointments should be arranged outside the UTC day whenever possible.

In the event of an emergency, families should contact the Deputy Principal who has the discretion to authorise absence in exceptional circumstances. Inappropriate reasons for absence will not be authorised by the school.

FAMILY HOLIDAYS

We strongly urge parents to avoid booking family holidays during term-time as learning is disrupted and the lost time is detrimental to the educational process. Leave for a family holiday will only be granted in exceptional circumstances. If this is absolutely unavoidable a leave of absence form available from Student Services should be completed at least four weeks in advance of the holiday being taken. The UTC cannot legally authorise holiday unless there are 'exceptional circumstances'

APPROVED EDUCATIONAL ACTIVITIES

These are activities which are part of the UTC curriculum but take place outside UTC premises under supervision. These include work experience, educational visits and UTC trips, approved sporting activities and are not regarded as authorised absence.

UNAUTHORISED ABSENCE

Unauthorised absences are those where:

- A student is absent from the UTC without the family's knowledge
- No letter of acceptable explanation is provided by parents/carers
- A student who arrives to the UTC after 9.20am is counted as absent for that session. The family is required to provide a reason for his/her absence or this will be an unauthorised absence.

Examples of unauthorised absence are:

- Minding the house.
- Caring for a relative.
- Awaiting repair people.
- Shopping.

HOME/SCHOOL PARTNERSHIP

Securing a high level of attendance requires the UTC and home to work closely together. To this end, we ask parents/carers to:

- Do all they can to ensure their child arrives on time. The UTC day begins at 9.00am.
- If their child is ill, notify the UTC on the first day with an estimation of the likely length of absence;
- Send in a signed written note with their child on the first day they are back at the UTC. This should be taken to Reception. This is needed for our records and also authenticates the telephone message.
- Get in touch at an early stage about any concerns they have about their child's attitude to the UTC.

In return the UTC will:

- Contact home on day 1 of absence if no message has been received from home.
- Contact home over any unexplained absences.
- Follow up promptly any concerns that parents pass on to us that may be affecting their child's attitude to, or feeling of wellbeing in the UTC.
- Regularly and consistently remind students of the importance of good attendance and punctuality.

PUNCTUALITY

If a student arrives late to the UTC then they should sign in the late book at Reception and explain why they are late.

We expect all our families whose children attend Silverstone UTC to give their full support in order to make this policy work.