

# **UTC Leeds**

# **Attendance Policy**

**Adopted by the Governing Board: July 2018**

**To be reviewed by Governors: July 2019**

**SLT: Alex Berry**  
**Governor: Victoria Hopkins**

## **Attendance policy 2018-2019**

### **Introduction:**

Promoting positive behaviour and excellent attendance is the responsibility of UTC Leeds, parents/ carers and the pupils. It is important that we work together to ensure that all our young people attend school every day to gain the very best education, opportunities and support available to them.

UTC Leeds has a duty to refer any absence of ten days or more where we have been unable to make contact with the parent/child or have general concerns about the absence to other agencies.

We are also required by law to take an attendance register twice a day, and this shows whether the student is present, engaged in an approved educational activity off-site, or absent. UTC Leeds can authorise the absence, not parents. This is why information about the cause of each absence is always required.

### **The Government expects:**

Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to school and their lessons

### **The law:**

The Education Act 1996 states that if a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. In addition to using these powers, local authorities and schools can develop other practices to improve attendance.

### **Expectations:**

Attendance below 90% is classed as Persistent Absenteeism by the Department for Education and will trigger an intervention by the school.

Good attendance is over 96%.

It is expected that students will attend UTC Leeds every day it is open, achieving a minimum of 96% or above attendance, unless they are genuinely ill.

### Students with good attendance benefit from:

Continuity of learning in lessons.

- Improved performance in examinations.
- Support and guidance.
- Developing good habits for adult life.
- References for further education or employment highlighting their reliability.

We therefore ask for your support to keep absenteeism to a minimum, so that we can prepare your son/daughter effectively for their future.

Research has proven that poor attendance can affect the progress that students make. Students with 100% attendance tend to achieve beyond their target grades whilst students with 90% attendance often achieve one grade lower than their expected target grade.

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Absence over 5 years
95%	9 days	2 weeks	$\frac{1}{4}$ year
90%	19 days	4 weeks	$\frac{1}{2}$ year
80%	38 days	8 weeks	1 year
70%	59 days	12 weeks	1 $\frac{1}{2}$ years
50%	100 days	20 weeks	2 $\frac{1}{2}$ years

### Leave of absence:

At UTC Leeds we understand that some medical appointments will need to take place during school hours. However, we ask parents/carers, where possible, to try and obtain orthodontist or GP appointments during out of school hours. If appointments are made in school hours and your child's attendance has dropped to 90% or below then we must receive medical evidence so we can authorise the absence. Students are asked to complete an absence request form for any appointments.

Please note that from September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. Requests for leave can only be granted in exceptional circumstances which should be put in writing to the Principal. The Principal will then decide if this absence will be authorised.

Parents/Carers may receive a penalty notice if their child is absent from school without permission. If you choose to take an unauthorised leave of absence then you may be at risk of a £120 fine from Leeds City Council.

Should the parent/carer fail to pay then the case will be considered for presentation to the magistrates under Section 444 of the Education Act 1996 for the offence of failing to ensure their child attends school regularly. Should this happen, parents/carers face a fine of up to £1000 and a criminal record if they are found guilty.

### **Responding to Non- Attendance:**

If we haven't received contact from a parent/ carer, UTC Leeds will respond in the following manner:

- First day telephone contact/ text will be sent to all pupils before 9.30 am. Further attempts at communication may also be made.
- If we haven't received communication from parent/ carer after three days then we will aim to complete a home visit.
- If we have further concerns then we may contact external agencies for support.

### **Absence Procedures for parents/carers:**

If your child is absent you must:

- Contact us before 8.30 am on the first day of absence and every day your child is absent on the Attendance Line 0113 3530140.
- Provide medical evidence if your child has attended the doctor or is prescribed any medication.
- Keep us up to date with any medical conditions that your child has.

### **Important information:**

At UTC Leeds we would like to support all parents/ carers and students. Therefore, where necessary, school will seek to provide or signpost support for students and/or parents/ carers.

We will track and monitor the attendance of all young people in the college.

We share a young person's Registration Certificate when transferring information between schools or other relevant external agencies.

### **Schedule of the school day:**

<b>Times</b>	<b>Lessons</b>
8:30 a.m. – 8:45 a.m.	Profile Team
8:45 a.m. – 9:45 a.m.	Period 1
9:45 a.m. – 10:45 a.m.	Period 2
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:00 p.m.	Period 3

12:00 p.m. – 1:00 p.m.	Period 4
1:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 2:30 p.m.	Period 5
2:30 p.m. – 3:30 p.m.	Period 6 (Tuesday, Wednesday & Thursday)
3:30 p.m. – 4:30 p.m.	Period 7 (Tuesday, Wednesday & Thursday)

**Monday and Friday – School day ends for students at 2:30 p.m.**

**Tuesday, Wednesday and Thursday – School day ends for students at 4:30 p.m.**

**Punctuality:**

It is essential that students arrive on time to the UTC Leeds in order for them to have the best start to their school day. Lateness will not be tolerated and will be monitored by Pastoral managers and the Senior Leadership team. Students will receive a detention if they are late 3 times every half term.

**Celebrating and rewarding good attendance:**

Celebrating good and improved attendance is important to UTC Leeds. We reward individual pupils, profile teams and the whole school.

Attendance will be promoted throughout the school through discussions in profile team, assemblies, celebration assemblies and through our reward system. At UTC Leeds we have a whole school approach to promote and improve attendance.

**The rewards include:**

- Prize draws
- Recognition in year group assemblies
- Termly postcards home for good and improved attendance
- Letters home for outstanding attendance
- Prizes for the top attending profile team per year group
- Attendance on school trips

### Attendance protocol for KS4 and Post 16

<u>Attendance figure:</u>	<u>Definition:</u>	<u>Action:</u>
100% attendance	Excellent attendance	Letter home Recognition in assembly Entered for a prize draw 5 merits issued per week
99-96% attendance	Good attendance	Postcard home Recognition in assembly 3 merits issued per week
95- 94% attendance	Satisfactory attendance	Awareness letter sent to parent/ carer. Profile team leader meets with student and contacts parents
93-92% attendance	Attendance concern	Second awareness letter sent to parent/ carer to remind parent/ carer that if attendance declines then we will look at interventions.
91- 90% attendance	Attendance concern- Persistent absence	Stage 1 letter sent to parent/ carer Attendance monitored for the next 4 weeks and invited to meet to discuss attendance with pastoral manager. Targets set to improve attendance.
89% attendance or below	Attendance concern- Persistent absence Poor attendance	Stage 2 letter sent to invite parent/ carer to a meeting. Meeting arranged with the student attendance panel. Fixed penalty notice may be issued to parent/carer at the meeting. If attendance declines further after the penalty notice has been issued then a request for a fixed penalty fine will be sent to Leeds city council.