



DAVENTRY UTC

# ATTENDANCE POLICY

Status: **Statutory**

Member of Staff responsible: **Principal**

Associated Policies and documentation

**Behaviour for Learning policy**

Implementation date: September 2014

Review Date: April 2015

## **DAVENTRY UTC POLICY ON ATTENDANCE**

Daventry UTC expects full attendance from all students. Attendance at the UTC is a legal requirement and without it we believe students cannot progress satisfactorily. Where necessary, the UTC will work with parents and support agencies to achieve the best possible attendance from all its students. In return the students will be able to enjoy the benefits offered by the UTC.

### **Responsibilities of Students**

- To attend the UTC each day prepared to take part in lessons with the necessary equipment.
- To arrive punctually.
- To co-operate with teachers and other students to ensure that learning takes place.

### **Responsibilities of Parents**

- To ensure that their children attend and stay at the UTC each day.
- To ensure that their children arrive at the UTC on time.
- To inform the UTC immediately of any absence, giving reasons and the likely date of return.
- To ensure that requests for foreseen absences are kept to an absolute minimum.

### **Responsibilities of UTC**

- To create a safe and secure environment which is conducive to learning for all students.
- To work with parents and other agencies to establish and maintain good patterns of attendance.
- To ensure that an accurate record of attendance is kept.
- To inform parents of the annual attendance record of the child.

## **PROCEDURE FOR ATTENDANCE MONITORING**

### **Introduction**

This information, together with the UTC's Attendance Policy, has been compiled to explain to all concerned, the rights, responsibilities and rules relating to the attendance of students.

We believe that regular attendance of our students is essential if they are to benefit fully from their education at Daventry UTC. Furthermore, good attendance promotes reliability and punctuality, attributes for a successful working life.

### **Categories of Absence**

Two categories of absence exist: authorised and unauthorised. Only teaching staff may authorise absence if they accept that the explanation provided is valid.

#### **1. Unauthorised Absences**

Daventry UTC cannot accept any of the reasons listed below as valid reasons for absence and they will normally be regarded as unauthorised:

- Looking after the house or other children,
- Oversleeping,
- Shopping trips,
- Missing the bus,
- No uniform,
- Minor ailments,
- Truancy,
- Visits to exhibitions or shows,

- Seeing the family off on holiday,
- Visiting relatives,
- Holidays.

## **2. Authorised Absence**

The following are valid reasons for absence:

- Appointment with doctor or dentist, to be notified in advance where possible. Parents are requested to make all medical appointments outside of school hours wherever possible.
- Illness - parents should telephone the UTC as soon as possible (on the day). A note of explanation, brought by the child, is required on return.
- Family bereavements – compassionate leave may be granted.
- Days of religious observance – requests should be made in advance in writing.
- Study Leave approved by the UTC.

Approved educational activities such as school visits, work experience etc do not count as absences.

### **Holidays**

The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave.

Parents can be fined for taking their child on holiday during term time without consent from the UTC.

### **Lateness**

Parents are reminded that students who arrive late do not receive a full day's education. A list of late arrivals is kept and students who are persistently late will be asked to provide a note of explanation and parents will be invited to discuss the matter with the UTC and school sanctions may be applied.

## **PROCEDURE FOR DEALING WITH ABSENTEEISM**

If a student is absent for three days or more and no message is received, parents will be contacted. In some cases parents will be contacted on the first day of absence.

If a student returns to the UTC after an absence, without a note, the UTC will send a letter home.

- |                                 |   |   |
|---------------------------------|---|---|
| IF NO REPLY FROM THE PARENTS    | ▶ | This absence may be unauthorised which will remain on the student's record. |
| IF CONTINUED POOR ATTENDANCE    | ▶ | Parents will be invited to UTC for discussion.                              |
| IF NO IMPROVEMENT IN ATTENDANCE | ▶ | A referral will be made to EES which may lead to court proceedings.         |

## **PROCEDURE FOR MONITORING STUDENT ATTENDANCE AND LATENESS**

### **The UTC Staff**

1. Complete register daily ensuring that all students have a present or absent mark next to their name.
2. Academic Mentors monitor and record the receipt of absence notes on the absence register; these absence notes should be retained.
3. Contact home if regular or unexplained absence occurs.
4. Notify the Deputy Principal of all student absences of more than three days if parents have not contacted the UTC.
5. Check the register for patterns of absence and refer these to Deputy Principal.
6. Record all "lates" and contact home in cases of persistent lateness.

### **Leadership Team Responsibilities**

1. Ensure that MIS documentation is produced promptly and efficiently.
2. Monitoring percentage weekly and monthly attendance figures.
3. Provide information to ESW when required
4. Monitor percentage of attendance
5. Make decisions about authorised and unauthorised absence for holidays.
6. Co-ordinate annual DCSF returns and produce statistics for Governors' reports.
7. Provide support for students during extended authorised absence and on their return.

## **Statutory Guidance on Education – Related Parenting Contracts, Parenting Orders and Penalty Notices**

Local authorities<sup>(1)</sup> and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. In addition to using these powers, local authorities<sup>(1)</sup> and schools can develop other practices to improve attendance. Parenting contracts, parenting orders and penalty notices are interventions available to promote better school attendance and behaviour. Good behaviour and attendance are essential to children's educational prospects. These measures are permissive and it is for individual governing bodies and local authorities<sup>(1)</sup> to decide whether to use them. In exercising these powers governing bodies, head teachers and local authority<sup>(1)</sup> officers should have regard to their safeguarding duties. Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education<sup>11</sup>. This can be by regular attendance at school, at alternative provision, or otherwise (e.g. the parent can choose to educate their child at home).

### **School Attendance Orders**

If it appears to the local authority<sup>(1)</sup> that a child of compulsory school age is not receiving a suitable education, either by regular attendance at school or otherwise, then they must begin procedures for issuing a School Attendance Order<sup>13</sup>. The order will require the child's parents to register their child at a named school. If they fail to comply with the order the parent can be prosecuted.

#### **Footnote**

<sup>(1)</sup> <http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/Attend/Pages/truancy.aspx>