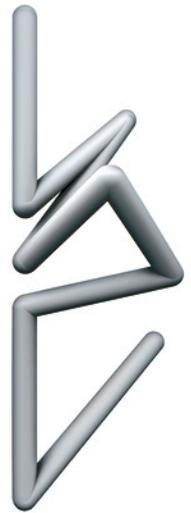


Lincoln University Technical College

A College for Science & Engineering



Attendance Policy

Equality and Diversity Statement

Lincoln UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

Policy Review

Policy Created: June 2014

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LINCOLN UTC

ATTENDANCE POLICY

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LINCOLN UTC

ATTENDANCE POLICY

1. INTRODUCTION

In managing student attendance, we will operate in line with the government legislation - '2006 Pupil Registration Regulations and the DfE document 'School attendance - policy and practice on categorisation of absence'.

Students need to attend Lincoln UTC regularly if they are to be able to take full advantage of the educational opportunities that we provide. Statistics support that good attendance links to increased attainment.

There are a number of different reasons why students may not attend college. Some are acceptable, such as genuine illness, attendance at an interview, religious observance or other legitimate off-site events, and all will be coded appropriately.

Some parents/carers may condone absences which we do not feel can be authorised (e.g. holidays, shopping trips or hair appointments). Some students may truant unknown to their parents/carers because of anxiety about certain lessons, fear of failure, bullying or because they are under extreme family pressure.

As staff we will all work together to encourage maximum attendance by:

- having high expectations of all our students;
- creating a caring and secure atmosphere in which students feel valued;
- providing a stimulating and accessible curriculum;
- providing an attractive and safe environment;
- supporting students if they have problems or concerns;
- working closely with parents/carers;
- ensuring we adhere to the UTC's systems for ensuring good attendance and punctuality.

2. LEGISLATION REGARDING ATTENDANCE

- The Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (School Attendance Targets) (England) Regulations 2007
- The Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Children Act 2004
- The Education Act 2002
- Crime and Disorder Act 1998
- School Standards and Framework Act 1998
- Anti-social Behaviour Act 2003.

3. RESPONSIBILITIES

Parents/Carers' Responsibilities

Parents/carers are legally responsible for ensuring their child's regular and punctual attendance, and that their child is fully equipped and in appropriate Lincoln UTC attire.

Parents/carers are responsible for immediately informing Lincoln UTC of the reason for their child's absence. **If a child is ill, we ask that the parent / carer rings or email the UTC on the first day of absence by 8.30am.** The phone number is 01522 775990. The email address is absence@lincolnutc.co.uk. The parent must give a reason for absence and an indication of when the child might return to the UTC.

If the parent does not ring the UTC, the Pastoral Liaison Officer or Receptionist will contact the parents. Details of the process are outlined latterly in this policy. The UTC expects parents/carers to provide a justifiable reason for absence. We request that the child is not allowed to remain at home for minor complaints or illnesses; if they are fit enough to be up and about they are fit to be in Lincoln UTC.

If student absence is related to matters other than illness they should not remain at home. Please contact your child's Mentor, Pastoral Liaison Officer or the Receptionist who will take immediate action.

Students' Responsibilities

Students must ensure they attend the UTC regularly and arrive to sessions on time.

Students must NOT leave the UTC without permission.

Students who have been absent must ensure parent/carers have advised the UTC of the reason for absence by letter or email. Parents/carers who have not advised the UTC will be contacted.

Students are invited to attend a 'return to learn' meeting with their Mentor on the first day following an absence lasting for longer than three days: any concerns will be discussed and suitable support offered.

If students arrive at the UTC late, they must go straight to Reception to sign in. If they have attended an appointment, without prior notice, they should provide evidence of this. If they need to leave the UTC for an appointment they must have a note or appointment card and sign out at Reception.

Pastoral Liaison Responsibilities

The Pastoral Liaison Officer is available during UTC hours to discuss any attendance concerns, providing in-UTC support to students and parents/carers.

The Mentors will ensure that online registration is promptly completed during the Mentoring session. This is a legal requirement. Registration marks will be reviewed by the Pastoral Liaison Officer and appropriate adjustments made. Then all parents/carers of students for whom we have no reason for absence will be

contacted. The Pastoral Liaison Officer will, if necessary, remind the Mentors of their responsibilities.

If the parent/carer does not report a reason for absence, the Pastoral Liaison Officer will send out a letter or email. If there is still no response a final letter will be sent warning that failure to provide a valid reason for absence within seven days will result in the absence being recorded as unauthorised, which may lead to the involvement of the Education Welfare Service.

The Receptionist will update iSAMs to report any reasons for absence, attendance concerns (e.g. illness/medical appointments and class truancy) and any interventions put in place. A weekly statistical return will be forwarded to Mentors and the Pastoral Liaison Officer. Other printouts, e.g. for an individual student, will be provided on request. Mentors will receive termly percentage attendance reports of individual students in their mentoring group and will follow up with students where there are concerns.

The Pastoral Liaison Officer will regularly analyse student absence and look for patterns of absence, taking swift action where there is an attendance concern. Students with issues will be followed up immediately. Students whose percentage attendance falls below 95% will be monitored by their Mentor. Students whose percentage attendance falls below 90% will be reviewed regularly by the Pastoral Liaison Officer. A letter of concern will be sent to parents/carers and their attendance monitored (stage 1). Failure to make an improvement will result in an attendance target being set (stage 2). Stage 1 and 2 students will be regularly reviewed and a consistent process followed with consideration to individual circumstances. Failure to make an acceptable improvement or where there is an immediate concern, further interventions will be used. Please see Appendices.

The Pastoral Liaison Officer will liaise regularly with parents/carers and external agencies about current student attendance concerns and will represent Lincoln UTC at local authority attendance meetings and other multiagency meetings. She and SENCO will discuss attendance with feeder secondary staff as part of the transfer process to identify any potential attendance issues.

Mentor Responsibilities

First Session

All mentors must complete a register of attendance on iSAMs in the mentoring session between 8.45am and 9.00am. This is a legal requirement. Mentors must be fully aware of the travel plans of their mentees and ensure that students arrive promptly to the UTC in line with their travel arrangements. It is not acceptable for students to delay arrival until 8.55am unless they have a valid travel plan reason, which must be proven to the Pastoral Liaison Officer.

Second Session

Students will be registered in every lesson and the officially after lunch within the first 15 minutes of period 4 by their subject teacher. If students do not have a timetabled lesson in Period 4 they will be required to register with the LRC Staff and they must report to the LRC by 2.25pm.

Any discrepancies (i.e. present at registration but not in lesson) should be reported to the Pastoral Liaison Officer as soon as possible to be followed up. If a student is absent long-term, all teaching staff must provide appropriate work as requested by the Pastoral Liaison Officer.

The Mentor is responsible for the daily review of their students' their iSAMs record, liaising with students, issuing appropriate sanctions as necessary. Any update on attendance will be e-mailed promptly to the Pastoral Liaison Officer to update student records and take further action as necessary. The Mentor will sanction late students in line with the behaviour policy.

If a Mentor has concerns about a student's absence, they must inform the Pastoral Liaison Officer. It is essential that swift action is taken to investigate absence, especially where a problem is beginning to form or no explanation from parents/carers is forthcoming. The Mentor must liaise with students regarding attendance concerns reported by the Pastoral Liaison Officer and report back. If there is still a cause for concern the Pastoral Liaison Officer will complete a referral for EWS involvement, once Stages 1 and 2 have been completed.

Students Out of Lincoln UTC

If students are out of Lincoln UTC, e.g. on a trip, all Trips and Visits must be completed and a register must be taken. The Lead Teacher must follow all Trips and Visits protocols. The Pastoral Liaison Officer is advised of students who are going to be out of UTC or students in alternative curriculum to their timetable.

Leadership Team Responsibilities

Members of the Leadership Team will support the Pastoral Liaison Officer as necessary. The SENCo has the responsibility of overseeing attendance issues and regularly liaise with Subject Leaders, the Pastoral Liaison Officer and the EWS.

4. ATTENDANCE CODES

Authorised absence

- present (am / pm) / \
- educated off-site (B)
- dual registered (D)
- exclusion – no alternative provision (E)
- family holiday authorised (H)
- extended family holiday (authorised) (F)
- attending an interview (J)
- illness (I)
- approved sporting activities (P)
- study leave (S)
- educational visit (V)
- work experience (W)
- unable to attend due to exceptional circumstances (Y)
- not required to be in (X)
- pupil not on admission register (Z)
- planned part or whole closure (#)

- medical/dental appointment (M)
- religious observance (R)

Unauthorised absence

- late (L)
- reason for absence not yet provided (N)
- family holiday not authorised or in excess of agreed period (G)
- absent without authorisation (O)
- traveller absence (T)
- arrived after registration closed (U)

The Pastoral Liaison Officer may occasionally use:

- other authorised circumstances (C)

Unauthorised Absences

When a student is absent without prior authorisation and no justifiable reason for the absence is forthcoming, the absence is classed as unauthorised.

Explanations such as minding the house or looking after other children will not normally be acceptable reasons for absence. Some families will undoubtedly experience unusual and unavoidable situations (e.g. a sudden death of a relative) and we will be sympathetic in such circumstances. However, if a student is frequently late or absent because of their family situation, the reasons for this must be investigated and such absences may not be authorised. In situations such as these, Mentors must seek advice from the Pastoral Liaison Officer.

N.B. If a Mentor has any doubt about the reason given for absence, feels that a parent may be condoning an unjustified absence or that a note or phone call is not authentic, they must consult the Pastoral Liaison Officer who will decide whether to authorise the absence.

5. LATE ARRIVALS

Punctuality is critical. If a student arrives after 9.00am they will report to the Receptionist, who will enter the late arrival on iSAMs and record this as a lateness.

If a student is late due to a medical appointment, evidence must be provided. The lateness will then be authorised.

Consequences

Students who arrive late without a satisfactory explanation will receive a negative entry on their iSAMs record by the Receptionist and this is monitored by the Pastoral Liaison Officer. This will have an impact on the upcoming Opportunities available to them. Further sanctions may be used to deter lateness.

6. LEAVE OF ABSENCE FOR FAMILY HOLIDAYS/EXTENDED TRIPS OVERSEAS AND PENALTIES

Continuity of learning is essential for a student to reach their full potential. Recent amendments to the Education (Pupil Registration) England Regulations 2006 confirm that Principals may not grant any leave of absence during term time unless there are exceptional circumstances.

At the beginning of each academic year the UTC will write to each parent and carer informing them that unauthorised absences of 15% or above over a six week period may result in a fixed-penalty fine. Unauthorised absence includes lateness after the close of registration in the morning (9am) and as well as holidays taken during term time without permission from the Principal.

The Principal is to determine the number of days a student can be away from Lincoln UTC if the leave is granted. At the expectation of The Department for Education, Lincoln UTC will actively discourage ALL holidays in term time. A summary of these recent changes can be seen at

<http://www.education.gov.uk/UTCs/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

If a parent/carer is unable to avoid requesting absence during term time and wishes to seek a claim for absence under exceptional circumstances, an application must be made to the Principal at least six weeks before the absence is due to start.

Penalties for unauthorised holidays / other unauthorised absences

Unauthorised holiday may lead to the UTC requesting Education Welfare Service intervention, and a fixed penalty notice may be issued to each parent/carer with parental responsibility. A fixed penalty notice will be issued for each child i.e. a double fine where there are 2 siblings taking unauthorised leave. The level of penalty will be in accordance with the Education (Pupil Registration) England (Amendment) Regulations 2013 and can be seen at the web link listed above.

7. EXTERNAL INTERVENTIONS FOR UNACCEPTABLE ATTENDANCE

If a students' absence is persistent due to medical reasons the UTC may request documentation from the students doctor or hospital if there is an on-going condition: failure to provide this will mean the UTC will be unable to authorise further absence.

Failure to ensure a student attends regularly may result in the UTC making a referral to the Education Welfare Officer who may request an attendance panel inviting students and parents to attend to discuss attendance issues. A legal attendance target may then be set. Failure to achieve this and if considered appropriate the UTCs Education Welfare Officer may issue a fixed penalty notice and could ultimately lead to prosecution.

The UTCs Education Welfare Officer may request an Acceptable Attendance Agreement in cases where students are known to the police. Breach of this may also mean a fixed penalty notice is issued and prosecution could also follow. Guidance for parents / carers can be found:

<http://www.lincolnshire.gov.uk/parents/schools/welfare/>

Please see Appendices 1-5 Escalation of Intervention and Letters.

9. ASSESSMENT OF ATTENDANCE AND OPPORTUNITIES

Assessment

Attendance will be assessed and recorded on iSAMs:

- No colour – 95% - 100% attendance;
- Green – 90% - 94% attendance. Cause for concern. Student attendance being monitored closely and liaison with parents/carers;
- Amber – Student attendance between 85% - 89%. Involvement of Pastoral Liaison Officer;
- Red – Below 85%. - Referral to external agencies including the Education Welfare Service.

Good attendance: Opportunities

The Lincoln UTC celebrates good attendance. Students who attain 95% or higher attendance in any UTC term will have access to Opportunities (see UTC Opportunities Policy) as long as they meet additional key criteria.

Appendix 1

ATTENDANCE – ESCALATION OF INTERVENTION

FIRST DAY CALLING

- Expectation that parents will contact the school on first day providing a reason for absence
- Attempted T/Cs and reasons for absence recorded on absence sheet at Reception
- Absence recorded as unauthorised if reason not provided within 5 days

WEEKLY PERSISTANT ABSENCE MONITORING

- All pupils at risk of PA, 90% and below, identified and spoken to by mentor and Pastoral Liaison Officer
- Individual attendance summaries analysed for patterns of absence

IRREGULAR/UNEXPLAINED ABSENCE

YE

NO

REVIEW ATTENDANCE EVERY TWO WEEKS

- If attendance does not significantly improve (see below)
 - If attendance improves: monitor
- If improvement is sustained over the term: **IMPROVEMENT LETTER ISSUED**

STAGE

ISSUE 1ST LETTER OF CONCERN

- Attendance Summary attached

STAGE

ISSUE 2ND LETTER OF CONCERN

- Attendance Summary attached, attendance target set and include option of meeting to discuss concerns
- Identify and explore with pupil any issues that may be impacting on attendance

STAGE

ISSUE 3RD LETTER OF CONCERN – INVITE TO SCHOOL ATTENDANCE PANEL

SCHOOL ATTENDANCE PANEL (SAP)

- Pastoral Liaison Officer and EWO present
- Identify and explore any issues that may be impacting on attendance
- Absences will only be authorised if medically certified
- Agree Action Plan, attendance target and review date set

REFERRAL TO EWO

- Early Help Assessment (EHA) completed

Appendix 2

Date

**Parent/Carer
Address**

Dear **Parent/Carer**

Student Name and Mentor Group

I am writing to make you aware that your son/daughter was absent from the college today (**date**) and as yet we have had no reason for this.

Therefore, I would be grateful if you can contact me on the telephone number below to discuss this or alternatively complete the slip below.

Yours sincerely

Pastoral Liaison Officer

Absence Note

Student's Name : _____

Mentor Group:_____

Reasons for absence.

Signed : _____(Parent /Carer)

Date : _____

Appendix 3

Date

**Parent/Carer
Address**

Dear **Parent/Carer**

Student Name and Mentor Group

We have noticed from our records that **student name** appears to have been absent from the college without permission on **dates**. We have attached a copy of **student name's** attendance certificate for you to see where there are missing days from the college.

We would appreciate you completing the slip below regarding the absences and return it to me as soon as possible.

If you would like to contact me regarding the absences and to make us aware of any difficulties or concerns that you feel may be having an impact on your **son/daughters** attendance, please do so.

Yours sincerely

Pastoral Liaison Officer

Absence Note

Student's Name : _____

Mentor Group: :_____

Reasons for absences

Date
Date
Date
Date

Signed : _____ (Parent/Carer)

Date : _____

Appendix 4

Date

**Parent/Carer
Address**

Dear **Parent/Carer**

Student Name and Mentor Group

We have noticed from our attendance records that **student name** has been absent from college for a number of days. This is having a direct impact on their attendance, which in turn could be detrimental to your **son/daughters** attainment. **Student name's** attendance currently stands at ?%. We have enclosed a copy of the attendance certificate for **student name** to make you aware of the dates when the absence from college took place without permission.

Please contact me to discuss the non-attendance and ways to improve **student name** attendance.

I would like to draw your attention to the Academy Attendance Policy enclosed. We monitor the attendance of students closely to improve the attainment of our students and to identify patterns of non-attendance.

Therefore, I am obliged to remind you of your legal responsibilities and of the possible consequences should **student name** attendance not improve.

Parents and Guardians have a legal responsibility to ensure that their child receives an appropriate education. The current law which deals with the matter is the Education Act 1996.

- Sections 7 and 8 of the Act states that parents of every child of compulsory school age must ensure that they receive sufficient full-time education.
- Section 444 of the Act states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly and/or persistently late at school, his/her parents are guilty of an offence.

If **student name** attendance does not improve we will arrange for a formal Academy Attendance Panel to take place with an Education Welfare Officer in attendance.

Yours sincerely

Pastoral Liaison Officer

Appendix 6

Date

**Parent/Carer
Address**

Dear NAME OF PARENT / CARER

We are writing to remind you that, as part of our Attendance Policy, all unauthorised absences that result in an overall absence of less than 85% over a period of six weeks may result in a Fixed Penalty Notice being issued. Unauthorised absence includes family holidays not deemed as exceptional circumstances or lateness after the close of registration at 9am.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at college or otherwise.
- Where a child is a registered student at a college and the parent fails to ensure that child's regular attendance at college the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

If you are unable to avoid requesting absence during term time and wish to seek a claim for absence under exceptional circumstances, an application must be made to the Principal at least six weeks before the absence is due to start.

Regards



Vice Principal
Curriculum & Quality