



## Attendance Guidance for Parents and Carers

The ethos of UTC Cambridge is to recognise the innovation that comes with diversity, to celebrate individual achievement and to support each other to overcome barriers. Students may sometimes feel overwhelmed with expectations of modern life and be reluctant to attend college. Regular attendance at UTC Cambridge will ensure your son or daughter has the best possible chance to learn and complete the academic material and acquire the workplace skills needed to succeed. Missing learning sessions and challenge projects will put students at a clear disadvantage, potentially hindering their progression routes and overall attainment.

This information will help clarify the requirements.

### Parents

You have a legal duty to ensure that your son or daughter is punctual and attends UTC Cambridge every day of the academic year (please see UTC Cambridge website for academic calendar [www.utccambridge.co.uk](http://www.utccambridge.co.uk)).

**“Section 7 of the 1996 Education Act states that ‘parents must ensure that children of compulsory school age receive efficient full time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance to school or otherwise’. The Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.”**

You should ensure that your son or daughter is appropriately dressed according to UTC Cambridge dress code and bring the relevant equipment. If you are not sure about the dress code or equipment, please look at the relevant section of the website, the student handbook or contact your son/daughter’s tutor.

There will be times when your son or daughter cannot attend UTC Cambridge because they are ill. If your son or daughter is finding it difficult to attend UTC Cambridge and you are struggling to address the situation, please let the Head of House and/or SENDCO know and they will be able to help and advise you. This includes students who have previously been school refusers. Daily communication is often needed. Please be aware that previous attendance will be taken into consideration and any existing action will be continued when students are transferred to UTC Cambridge.

### Absences from UTC Cambridge that are acceptable to authorise include: If a student is ill:

Parents/carers must inform UTC Cambridge on the first day of absence by telephone (01223 724300) or email [absence@utccambridge.co.uk](mailto:absence@utccambridge.co.uk). If your child is absent for more than two days, please contact UTC Cambridge every day he/she is not present.

### If a student has a medical/dental appointments:

Please try to arrange appointments during holidays or out of UTC Cambridge hours. Understandably, there may be times when this is not possible, please inform our admin staff in advance of the appointment and provide appointment letters or slips as supporting evidence. In such circumstances, appointments should be made at the beginning or end of the day so that your son or daughter attends school for at least half the day.



### If there is a close family bereavement:

Please let UTC Cambridge know as soon as possible if there is a family bereavement. At UTC Cambridge we want to make sure that we treat students sensitively and ensure they are appropriately supported when they are experiencing difficulties.

### If your child is excluded:

If your child has committed a serious breach of UTC Cambridge's Behaviour Policy, the Principal may exclude him or her from UTC Cambridge, for a fixed period. You will receive a phone call or be sent a letter to explain the situation and to tell you what you need to do to support your son or daughter to return to UTC Cambridge. Students who have been excluded are not allowed on UTC Cambridge site, they must stay at home and complete set work. Work will be supplied by UTC Cambridge for the student to complete whilst excluded. They must not, by law, be in a public place during UTC Cambridge hours. (Please be aware that if an excluded student is found to be in a public place during their exclusion, parents can be fined by the Cambridgeshire County Council or other LA attendance team).

In exceptional circumstances, students may be permanently excluded by the Principal, for very serious or persistent breaches of UTC Cambridge Behaviour Policy. If this happens, you will receive a letter to explain the situation.

### It not acceptable for your child to not attend UTC Cambridge.

It is not acceptable for you to condone your child's absence from UTC Cambridge if it is not one of the reasons identified in the previous section. Only UTC Cambridge can authorise absence, NOT parents. If an absence is found not to be for illness, medical appointment, bereavement or exclusion, it will be recorded as unauthorised.

Parents can request leave of absence in other exceptional circumstances but the Principal will not grant leave simply on request to do so. Leave can only be granted in certain exceptional circumstances and should be requested by letter or email to the Principal of UTC Cambridge.

### Family Holidays

In line with 2013 DfE statutory guidance on Attendance, holidays in term time will not be authorised. Parents should be aware that students who miss external examinations such as GCSE, GCE, BTEC and other external assessments through unauthorised family holiday will be charged the examination entry fees. Permission should be sought from the Principal if you wish to take your child out of UTC Cambridge during term time. This should be done in advance and only in exceptional circumstances such as for Enrichment Activities and it is at the Principals discretion. Parents can be fined for taking their child out of UTC Cambridge during term time without UTC Cambridge's permission.

### Unauthorised Absence

Any absence which has not been authorised by UTC Cambridge is recorded as unauthorised. For safeguarding reasons, the following systems will be triggered if you do not contact us about your son or daughter's absence:

#### Day 1 of absence

UTC Cambridge will email parents to ask for a reason for a student's absence via schoolcomms

#### Day 2 of continuous absence

If there is no contact from parents to UTC Cambridge;

UTC Cambridge attendance admin will call parents to ask for a reason for a student's absence



Day 3 of continuous absence or Attendance falls below 96%

If there is still no contact from parents to UTC Cambridge;

A telephone call home will be made by the Head of House.

And Letter 1 of the three letter system will be posted to parents inviting them to a meeting

Day 4 of continuous absence

If there is still no contact from parents to UTC Cambridge;

UTC EWO will conduct a home visit

Day 5 of absence or Attendance below 93%

If there is still no contact from parents to UTC Cambridge;

The relevant local authority will be informed of a missing child (KS4)

Letter 2 of the three letter system will be posted to parents

Attendance will be monitored for the next four weeks on contract and any unauthorised absence within this period will trigger a possible fixed penalty notice from the Cambridgeshire County Council (or other relevant LA) attendance team.

## Truancy

Truancy is absence from individual lessons without permission and will be coded as unauthorised absences on a student's attendance record.

Please reinforce with your child that attendance is important and that it is not acceptable for them to be absent, without permission from UTC Cambridge. It is important to know where children and teenagers are as truancy is often linked with other serious problems. If your child makes excuses to avoid attending UTC Cambridge, take time to listen to them. There might be an underlying problem. Please contact your son or daughters tutor/ Head of House or SENDCO as soon as possible for advice and help in resolving the situation.