



UTC Cambridge Attendance Policy

Lead member of SLT: Director of Progress
Designated Governor: Chair of Teaching and Learning Committee

Legislation:

The Education Act 1996, part 7; section 86

DfE Guidance from Statutory Policies for schools, June 2013 (Attendance)

The Equality Act 2010, c. 1, part 1, section 4-12.

2010 to 2015 Government Policy for School Behaviour and Attendance, policy paper, updated May 2015.

DfE and N. Gibb MP, 'Part of School Behaviour and Attendance reform', press release, 12th July 2011.

Education and Inspections Act 2006, part 7, chapter 1 & 2.

Associated documentation

UTC Cambridge SEN & Inclusion policy (July 2014)

UTC Cambridge Exclusion policy (July 2014)

UTC Cambridge Behaviour policy (July 2014)

UTC Cambridge Equality policy (July 2104)

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.

By respecting one another we enhance our experience and benefit from different perspectives.

We take individual responsibility, ensuring team delivery.

By respecting our environment, our world, we make a difference.

We celebrate positive contribution and aspire to excellence.

We are morally and ethically responsible in scientific and environmental innovation.

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Review frequency: Annual

Approval: Governing body to delegate to the governing body, an individual governor or the Principal.

Review date: September 2017

1. Introduction

- 1.0 Promoting positive conduct and excellent attendance is the responsibility of all staff within UTC Cambridge.
- 1.2 UTC Cambridge will promote excellent attendance throughout UTC Cambridge curriculum.
- 1.3 The UTC model instils a strong work ethic that expects 100% attendance and punctuality by all students unless the reason for the absence is unavoidable. (Government expectations require students of compulsory school age (<16) maintain 96% or higher attendance).
- 1.4 Post 16 students have chosen to attend UTC Cambridge that has a workplace model with five full working days - the requirement is exemplary punctuality and attendance at all activities.
- 1.5 Occasionally students face barriers that prevent them from attending college. Any problems that arise with attendance must be resolved between UTC Cambridge, the parents and the student. All students should have the opportunity to benefit from their education. UTC Cambridge and parents have a joint responsibility to ensure that students benefit from the continuity of their education.
- 1.6 UTC Cambridge has a duty in law 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 the Education Welfare Service where the student resides.
- 1.7 UTC Cambridge is also required by law to take an attendance register twice a day, showing whether the student is present, engaged in an approved educational activity off-site, or absent. Only UTC CAMBRIDGE can authorise an absence, not parents. Information, and in some cases evidence, about the cause of any absence or lateness is always required.

2. Aims

The purpose of this policy is to:

- 2.0 Ensure that students attend UTC Cambridge unless prevented by illness.
- 2.1 Reduce absence from lessons
- 2.2 Ensure that staff, parents and students are aware of their responsibilities with regard to attendance.

3. Underlying Principles

This attendance policy is based upon the following principles:

- 3.0 Students should attend UTC CAMBRIDGE every day of the academic calendar (available on UTC Cambridge website), except when there is illness or other exceptional circumstances.
- 3.1 UTC CAMBRIDGE is a positive and rewarding experience (UTC Cambridge Inclusion Policy)

- 3.2 Students feel that they are achieving their best learning and good attendance is acknowledged and rewarded.
- 3.3 Electronic registration operates a code system appropriate to social inclusion legislation.
- 3.4 Lateness is unacceptable except in genuine, unavoidable circumstances.
- 3.5 Staff and parents work in partnership to encourage and support students to attend UTC CAMBRIDGE regularly.

4. Roles and Responsibilities

Governors

The governors of UTC Cambridge will:

- 4.0 Ensure UTC CAMBRIDGE has an attendance policy
- 4.1 Ensure that the policy is aligned to government, Baker-Dearing and local authority legislation and guidelines.
- 4.2 Ensure that policies and procedures are reviewed regularly. (At least once annually)

Principal

The Principal will:

- 4.3 Ensure the policy adopted by the governors of UTC CAMBRIDGE, is fully implemented and followed by the whole UTC CAMBRIDGE community.
- 4.4 Ensure effective consistent implementation of policy.
- 4.5 Organise appropriate staff training and awareness as required.
- 4.6 Monitor, review and evaluate the effectiveness of the policy according to the timescale for the review.
- 4.7 Report attendance data to governors over the course of their annual meeting cycle.

Director of Progress Key Stage

The Director of Progress will:

- 4.8 Coordinate the procedures for dealing with attendance issues.
- 4.9 Oversee the management of attendance issues and appropriate support and intervention.
- 4.10 Ensure all new staff are inducted in the implementation of the Attendance Policy.
- 4.11 Ensure that all students are fully aware of the contents of the Attendance Policy.
- 4.12 Oversee the rewarding of good attendance.
- 4.13 Liaise with appropriate external agencies and professionals to obtain effective support for vulnerable students.
- 4.14 Run regular attendance checks and update the senior leadership team at least monthly.
- 4.15 Provide attendance data for the annual governors' report at least once annually.
- 4.16 Create an appropriate reintegration programme for students who have missed a significant amount of education due to absence.

- 4.17 Review weekly reports from Heads of Key Stage to establish attendance patterns and follow up where attendance is falling.
- 4.18 Ensure UTC Cambridge attendance policy is aligned to the work place, upholding UTC Cambridge's Vision, mission and values.
- 4.19 Take the lead on attendance for students who are unable to attend school because of medical or special educational needs
- 4.20 Ensure that attendance is taken into account when reviewing a pupil's EHCP or IEP
- 4.21 Liaise with appropriate external agencies and professionals to obtain effective support for vulnerable students
- 4.22 Create an appropriate reintegration programme for students who have missed a significant amount of education due to absence

Administrative Staff

The Administrative Staff will:

- 4.23 Record late arrivals directly onto the electronic monitoring system.
- 4.24 Liaise with parents when no explanation for absence has been received.
- 4.25 Maintain a communication log for emails, letters and telephone calls/messages.
- 4.26 Update SIMS with reasons for absence and lateness.
- 4.27 Inform staff daily when registers have failed to be completed and ensure this is resolved.
- 4.28 Liaise with tutors regarding student absence both from the UTC Cambridge and from individual lessons
- 4.29 Provide attendance data to Heads of House to assist with reporting to Director of Progress.
- 4.30 Overview and trends; Inform the Head of Key Stage about students reported as absent from lessons where their attendance in the day was known.
- 4.31 Oversee the administration of lesson attendance data in SIMS.

All Teachers and Tutors

Teachers and tutors at the UTC CAMBRIDGE will:

- 4.32 Ensure they are fully conversant with the attendance policy and appendices
- 4.33 Ensure that all registers are completed accurately and on time as required by the appendices 1, 2 & 3 relating to UTC Cambridge procedures.
- 4.34 Ensure that all concerns relating to attendance are brought to the attention of the form tutor
- 4.35 Inform the Head of Key Stage about students reported as absent from lessons where their attendance in the day was known

Students

All students at UTC CAMBRIDGE will:

- 4.36 Be punctual with excellent attendance.

Parents/Carers

Parents/Carers of students at the UTC CAMBRIDGE will:

- 4.37 Have a legal duty to ensure that their son/daughter has excellent attendance (in line with government legislation and UTC Cambridge policy) whilst studying at UTC Cambridge, and that he/she arrives on time.
- 4.38 Ensure that students are appropriately dressed and bring the relevant equipment
- 4.39 Inform UTC Cambridge **on the first day of** absence, by telephone or email (attendance@utccambridge.co.uk) stating **the reason** for the absence and the **expected duration** of the absence. If the absence continues beyond two days, UTC Cambridge should be **notified every day**.

5. Absences

Only absences authorised by UTC Cambridge can be accepted. These are occasions when the student:

- 5.0 Is ill
- 5.1 Is absent with 'leave of absence' granted by the Principal (or Principal Designate).
- 5.3 Belongs to a religious body which sets aside days for religious observance.
- 5.5 Has been excluded for a fixed period.
- 5.5 Has been permanently excluded, but an appeal is in progress (**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 attendance team**)
- 5.6 UTC Cambridge will be unable to accept a letter or email from parents if the explanation given is not a valid reason for absence.

6. Leave of Absence Guidelines

- 6.0 Leave of absence can only be authorised by UTC Cambridge and not by the parent. Leave will not be granted except in genuine, unavoidable or exceptional circumstances. It may be granted for the following:
 - 6.1 Immediate family bereavement
 - 6.2 To attend an interview for employment or for a place at an institute of further education.
 - 6.3 A prior arranged period of approved work experience or curriculum related enrichment at the discretion of the Principal (requested by parents in writing and approved in writing by the Principal)

7. Unauthorised Absence

Any absence which has not been authorised by UTC Cambridge is recorded as unauthorised. Unauthorised absence includes (not an exhaustive list):

- 7.0 Family holidays; these are not treated as exceptional circumstances and will not be authorised
 - 7.1 Waiting for a delivery
 - 7.2 Taking or collecting a relative to/from the airport, station or port.
 - 7.3 Going for a family day out
 - 7.4 Sleeping in after a late night
 - 7.5 Birthday celebrations

These will be viewed seriously, and steps will be taken to reduce the number of absences and improve attendance. These will include:

- 7.6 Home contact including telephone calls, texts and letters
- 7.7 Parental meetings
- 7.8 Home Visits
- 7.7 Educational welfare officer visits
- 7.8 Should these steps fail to secure a student's full attendance, it may be necessary for the relevant Local Authority to initiate legal action. In accordance with Local Authority Penalty Notice Protocol, fixed penalties may be applied if other strategies do not bring about an improvement in attendance.

In line with 2013 DfE statutory guidance on Attendance, holidays in term time will not be authorised and cannot be interpreted by UTC Cambridge as exceptional circumstances.

8. Traveller Absence

- 8.0 The expectation of Traveller children, in common with all other children, is to attend education as regularly and as frequently as possible.
- 8.1 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e.200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending education as regularly as that trade permits.
- 8.2 It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

9. Punctuality

- 9.0 Punctuality is a requirement of the Attendance Policy at UTC Cambridge. Registration begins at **8:30am**. Pupils arriving after this time must sign in at reception with a reason for their lateness and they will be marked as present but arriving late (**L**).
- 9.1 Lateness will not be tolerated and will be closely monitored. Lateness will be dealt with through disciplinary procedures.
- 9.2 The register will close at **9:00am**, pupils arriving after the close of register will be recorded as an unauthorised absence (**U**). Verified public transport issues will be taken into consideration and may be coded as late (**L**). However, continued lateness is not acceptable. A meeting will be scheduled between parents, the student and UTC Cambridge to address the issues.
- 9.3 For those travelling on the school bus, a register will be taken and students will be marked as present for the AM session.
- 9.4 For students where there is an identified Child Protection risk of significant harm a daily audit of attendance will be taken at 8.45am. Ascertaining the whereabouts and safety of these student is a College wide priority until both are firmly established.

10. Truancy

- 10.0 Truancy or missing individual lessons without permission from Director of Progress will be considered as unauthorised absence and will be recorded on the student's record.
- 10.1 Parents will be informed about any instance of truancy by the tutor, Head of Key Stage or Director of Progress.
- 10.2 Students who truant will be dealt with through the disciplinary procedure.
- 10.3 Students will be expected to catch up missed work
- 10.4 The truancy will be recorded on UTC Cambridge attendance system
- 10.4 Students may be placed on an 'Attendance Contract' to support improving attendance

11. Procedures

11.0 The procedures for monitoring attendance and punctuality are detailed in the following appendices:

- Appendix 1: Guidance for staff on monitoring attendance at UTC Cambridge
- Appendix 2: Attendance Protocol
- Appendix 3: Guidance for Parents

12. Monitoring, Review and Evaluation

12.0 The Director of Progress will provide an annual report to the Governing Body and interim reports on attendance data, upon request. The policy will be reviewed by the Governing Body as per the published policy review cycle on page 1.

Appendix I

Guidance to staff for monitoring attendance at UTC Cambridge

Registration

Registers must be taken using SIMS within the first ten minutes of every lesson. If SIMS is not available for any reason, staff should send a reliable student to Reception to collect a paper teaching group list. The register should be completed on the list and returned to Reception at the next available break in lessons.

Students should not be marked present unless they have been present in the lesson. Registers are legal documents and it is essential that staff use the headcount facility to check numbers for legal and health and safety reasons. Concerns regarding student attendance should be raised with the tutor and the Head of Key Stage in the first instance using the internal email system as soon as possible.

Punctuality

Poor punctuality is unacceptable without a genuine reason. Students who arrive late should report to Reception where they will be asked to sign in with a reason. The tutor will be informed when the late arrival has been recorded. Persistent lateness will be dealt with according to the disciplinary procedure.

The register will close at **9:00am**, pupils arriving after the close of register will be recorded as an unauthorised absence (U).

Monitoring

Form tutors should ensure that they monitor the attendance and punctuality of their cohort of students through their weekly attendance report provided by their Head of Key Stage on a Monday morning, covering the agreed content for submission to the Director of Progress to highlight issues and trends, especially of vulnerable groups.

The Director of Progress will meet with the Cambridgeshire Local Authority attendance representative to review patterns of attendance and identify students who need a higher level of intervention and support.



Appendix 7

Attendance Protocol - Key Stage 4 and Post 16

Attendance Level	Definition	Action
1 100%	Excellent Attendance	Termly and annual rewards
2 99%-98%	Good Attendance	Termly and annual rewards
3 97%-96%	Satisfactory Attendance	<ul style="list-style-type: none"> • Discussion with Personal Tutor • Personal Tutor phone call home
4 95%-94%	Attendance Concern 1	<ul style="list-style-type: none"> • Discussion with Head of Key Stage • Head of Key Stage phone call home • Attendance Concern Letter 1 issued • Director of Progress made aware in weekly meeting
5 93%-92%	Attendance Concern 2	<ul style="list-style-type: none"> • Discussion with Head of Key Stage • Attendance Concern Letter 2 issued • Parental meeting with Director of Student Care • Attendance Target set with review deadline • Head of Key Stage made aware in weekly meeting
6 91%-90%	Attendance Concern 3	<ul style="list-style-type: none"> • Attendance Concern Letter 3 issued by Director Progress • Parental meeting with Head of Key Stage • New Attendance Target set with review deadline
7 Less than 90%	Attendance Concern 4	<ul style="list-style-type: none"> • Attendance Concern Letter 4 issued by Head of Key Stage • Parental discussion with Head of Key Stage or Director of Progress • New Attendance Target set with review deadline and a attendance contract may be used • Referral to Cambridgeshire County Council, Educational Welfare Officer for KS4 • At Key Stage 4, Fixed Penalty/Prosecution considered in liaison with Children's and Families First Officer of relevant local authority • For Key Stage 5 a Formal Disciplinary Meeting will be held as per the Performance Improvement Plan in the Conduct Policy

Letters will be sent in graduated response. Letter 1 will always be sent in the first instance and escalated through to Letter 4 sequentially.



Appendix 3

Persistent Absence

Authorised and unauthorised absence will be cumulative on a student's record.

The Department for Education have reduced the threshold for Persistent Absence from 15% to 10% from September 2015.

Persistent absence is a serious problem for students. Much of the learning students miss when they are absent from UTC Cambridge will never be made up. These students will be at a considerable disadvantage for the remainder of their academic career. There is also clear evidence of a link between poor attendance at college and low levels of achievement:

- Of pupils who miss more than 50 per cent of college, only three per cent manage to achieve five A* to Cs including English and maths.
- Of pupils who miss between 10 per cent and 20 per cent of college, only 35 per cent manage to achieve five A* to C GCSEs including English and maths.
- Of pupils who miss less than five per cent of college, 73 per cent achieve five A* to Cs including English and maths.

Absence without reason

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 Key Stage.
- And Letter 1 of the three letter system will be posted to parents inviting parents to a meeting.

Day 4 of continuous absence

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

- UTC Education Welfare Officer 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.



Appendix 4

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. Teenagers 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 to succeed. Missing learning sessions and challenge projects will put the student at a clear disadvantage, potentially hindering their progression routes and overall attainment.

This information will help clarify the requirements.

Parents

- Have a legal duty to ensure that your son or daughter is punctual and attends UTC Cambridge every day of the academic calendar (please see UTC Cambridge website for clarity of academic dates 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.

- Should ensure that students are 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 prospectus or website or contact your son/daughter’s tutor.
- There will be times when your son or daughter cannot attend UTC Cambridge: for example, if they are ill. However taking time off for holidays or days out is not acceptable and will not be authorised.
- If your child is finding it difficult to attend UTC Cambridge and you are struggling to address the situation, please let the Head of Key Stage and/or Special Educational Need and Disability Co-ordinator (SENDSCO) 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 attendance@utccambridge.co.uk. Please contact the UTC



Cambridge every day the student is not present.

If a student has a medical/dental appointments:

- Please 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.

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 Behaviour Policy, the Principal may exclude him or her from UTC Cambridge, for a fixed period. You will receive a phone call or sent a letter to explain the situation and to tell you what you need to do to support your child 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. 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)

Work will be supplied by UTC Cambridge for the student to complete whilst excluded.

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 to condone your child's absence from UTC Cambridge if it is not one of the reasons identified in the previous section; if this happens then the absence will be unauthorised – Parent are not able to authorise absence. The decision whether to authorise an absence can only be made by UTC Cambridge..

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 Principal's 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.

- You will be contacted by text or phone call within one day of the start of the absence, if there has been no communication from you;
- After 3 days of absence without adequate explanation, or earlier in the case of a persistent absentee, the reasons behind the absence will be investigated by either the Head of Key Stage or Director of Progress and potentially referred to the relevant local authority;
- Parents of persistently absent students will be expected to attend a meeting to resolve problems of attendance and agree a support agreement (Attendance Contract);
- Legal action may be taken if persistent problems cannot be resolved;
- Days missed from UTC Cambridge for birthdays, days out, shopping, preparing for holidays etc. are not permissible and will be unauthorised.

First Day Trigger/Response

Where UTC Cambridge or the parents have a concern that a student may be truanting, a First Day Trigger/Response Plan may be implemented.

- This means that parents should ring and let us know on the first day of absence.
- If we do not hear that the absence is genuine, we will ring, email or text parents to inform them that their child may be truanting.
- If the student's attendance improves over a period of time, then first day cover may be withdrawn at the discretion of UTC Cambridge.

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 reason 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 try to avoid attending UTC Cambridge, take time to listen to them. There might be an underlying problem. Please contact their tutor or Head of Key Stage as soon as possible for advice and help in resolving the situation.