

Scarborough UTC

Attendance Policy

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Statement of intent

Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Scarborough UTC seeks to ensure that all its students receive a full-time education, which maximizes opportunities for each student to realize his/her true potential. Scarborough UTC will strive to provide a welcoming, caring environment, whereby each member of the Scarborough UTC community feels wanted and secure.

All Scarborough UTC staff will work with students and their families to support parents in helping them to meet their legal duty to ensure that their children attend Scarborough UTC regularly and on time.

Scarborough UTC has established an effective system of incentives and rewards, which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Scarborough UTC has established an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

Signed by:

_____ Principal

Date: _____

_____ Chair of Governing Board

Date: _____

1. Aims and Underlying Principles

Scarborough UTC attendance target is 100%.

The purpose of this policy is to:

- To make attendance and punctuality procedures, a priority for all those associated with Scarborough UTC including students, parents, teachers and governors.
- To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To develop an understanding for parents and students that high rates of attendance lead to sustained and therefore successful learning.
- To provide support, advice and guidance to parents and students.
- To discourage holiday absence by making parents clear that holiday absence in term time is unauthorised.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and Scarborough UTC.
- To implement a system of rewards to promote high levels of attendance for each child.
- To promote effective partnerships with the Children's Services at North Yorkshire County Council (NYCC)
- To recognise the needs of the individual student when planning return to Scarborough UTC following significant periods of absence.
- To inform parents of attendance rates in annual reports to parents.
- To clarify the times for the beginning of each session, college term dates and training days.(See APPENDIX 1)
- To clarify the procedure for parents with regards to lateness or absence.
- To ensure there is clearly defined late registration procedures for parents and students.
- To respond swiftly to lateness (in respect of both students and parents).
- To have clear procedures prior to referral to Children's Services Welfare Department.
- To review attendance regularly.
- To highlight the importance of attendance for children through:
 - i) Tutor time
 - ii) Assemblies
- and for parents:
 - i) in Parents' meetings
- To report to Governing Board termly:
 - i) Attendance Rate %
 - ii) Authorised Absence rate %
 - iii) Unauthorised Absence rate %
- To promote expectation of absence letters/phone calls from parents

To Promote Effective Partnerships with the North Yorkshire Education Welfare Service and with Other Services and Agencies:

- Principal to hold regular attendance review meetings with SLT.
- Designate key staff for liaison with North Yorkshire Education Welfare Service and other agencies.

- Ensure that the attendance register is available for inspection during the college hours by the North Yorkshire Education Welfare Service.
- Gather and record relevant information to assist completion of records for North Yorkshire Education Welfare Service.

To recognise the needs of the individual student when planning return to college following significant periods of absence:

- Be sensitive to the individual needs and circumstances of returning students.
- Involve/inform all staff in any return to college process.
- Provide opportunities for counselling and feedback
- Consider peer support and mentoring as appropriate.
- Involve parents as far as possible.
- Agree timescale for review of reintegration plan.
- Include North Yorkshire Education Welfare Service Social Workers, parents and students in return to college plan.

To raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in Scarborough UTC.

- To keep an accurate and up to date record of attendance.
- To inform parents of attendance and punctuality issues.
- To identify causes of non-attendance and take action.
- To improve attendance of individuals and groups.
- To provide support, advice and guidance to parents, carers and students.
- To work with other agencies.
- To recognise the diverse needs of our individual students, particularly when planning re-integration.

Attendance at College:

Long term research shows that a 10% fall in attendance results in a fall in achievement of one grade or one level e.g.

- 90% attendance is equivalent to the loss of one grade and having half a day off each week
- 80% attendance is equivalent to the loss of two grades and having one day off each week

As well as lowering student grades in college, would an employer tolerate an employee taking half a day off every week?

Parental responsibility

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education.

Parents have a legal responsibility to ensure their child's regular attendance at the college where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000). Any absence should be considered unauthorised unless there is a valid reason otherwise.

Unauthorised absence at any level is considered unacceptable by both Scarborough UTC and the local authority. It is at the Principal's discretion whether an absence is authorised or not.

DfE Guidance on leave during term time – June 2013

Amendments to the Education (Pupil Registration) (England) Regulations 2006 remove reference to 'Family Holidays' and extended leave as well as the statutory threshold of ten college days.

There is no automatic right to any holiday in term time.

Headteachers may not grant any leave of absence unless there are exceptional circumstances. Head teachers should determine the number of college days a child can be away from college if the leave is granted. Such permission is granted in accordance with arrangements made by the governing body of the college.

Categorizing Absence

Authorised absence from college

DfE guidance on categorizing absence can be found in the link here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf

Authorised absence is granted under the following circumstances

- Exclusion
- Family holiday which has been agreed by the Principal
- Days of religious observance
- Medical/dental appointments that cannot take place out of college hours.
- Illness – with written parental consent (this does not automatically authorise absence, only the Principal can do that) or medical note.
- Prevention from attending by an unavoidable cause, agreed beforehand.
- Attending a family funeral (this must not, however, exceed an agreed period of absence)

Unauthorised Absence from College

Unauthorised absence is where Scarborough UTC is not satisfied with the reasons given for the absence. Circumstances where absence is unauthorised are as follows:

- **Holiday not authorised by the college or in excess of the period determined by the Principal.**
If Scarborough UTC does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of college, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow colleges to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
- **Reason for absence not yet provided**
Scarborough UTC will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a student's absence and the register amended accordingly. If no reason for absence is provided after a reasonable amount of time it will be recorded as absent from college without authorisation.

Scarborough UTC Attendance procedures

For attendance procedures in the Sixth Form please see Sixth Form@ Scarborough UTC attendance policy at **APPENDIX 3**.

2. Roles and Responsibilities

Trustees and Board of Governors

The Trustees and Governors of the Scarborough UTC will:

- Ensure Scarborough UTC has an attendance policy
- Ensure that the policy is available to parents
- Ensure that policies and procedures are reviewed regularly

Principal:

- Give attendance a high profile at assemblies, Scarborough UTC events and in communication with parents.
- Support Pastoral staff on issues of non-attendance and internal truancy, remedying causes and applying sanctions.
- Report on attendance to the Governing Board.
- Monitor year group attendance targets and record keeping.

KS4 Senior Pastoral Manager:

- Daily monitoring of attendance and punctuality alerting Tutors and the Vice Principal when concerns arise.
- Keep parents informed of any unexplained absences before they become unauthorised.
- Working with colleagues to identify causes of non-attendance.
- Meeting with EWO regularly to make and monitor referrals.
- Keep staff informed of attendance issues via attendance monitoring data in BromCom and provide weekly reports relating to unexplained absences to Tutors to facilitate follow up with parents/carers to provide explanations for absence.
- Provide half-termly reports to Vice Principal relating to unexplained absences to enable monitoring with Tutors.
- Meet with parents to discuss attendance problems as soon as they are identified.
- Ensure work is provided for excluded students and long-term absentees.
- Work with appropriate staff to create individual packages and re-integration plans.

Attendance Intervention Officer

- Reconcile attendance data daily, including lates, absence line from parent, using attendance and absence codes in accordance with **APPENDIX 2** (from DfE School Attendance 2013)
- Produce and send daily absence In Touch messages in the morning, followed by personal phone calls in the afternoon if no reason has been provided following In-touch message.
- All student absences **MUST** be recorded, with reasons for absence (if returned) or In Touch messages sent by 10AM daily to ensure proper safeguarding action is taken.
- Reconcile AM and PM roll calls.

Data Manager

- Support the work of SLT and Tutors by providing regular attendance information (every week)

Vice Principal/Pastoral

- Manage the administration of Scarborough UTC Register system. Streamline and make adjustments to systems and procedures under the direction of the Principal.
- Give attendance a high profile at assemblies and Scarborough UTC events.
- Monitor year group attendance targets and record keeping.
- Implement systems of rewards and sanctions.
- Support Tutors on issues of non-attendance and with internal truancy, remedying causes and applying sanctions.
- Meet with parents to discuss attendance problems as soon as they are identified.
- Support with referrals to the Education Welfare Service
- Look for patterns of absences and consider impact of curriculum upon attendance alongside other possible causes.

Teachers and Tutors

- Take attendance registers in each lesson they teach.
- Ensure lesson AM and PM roll calls are complete within 10 minutes of the start of the lesson.
- Add minutes late for late arrivals on every register.
- Use appropriate codes (N) in BromCom for absence or lateness. Attendance Intervention Officer to insert appropriate final code.
- Be a good role model for students by actively promoting Scarborough UTC's attendance ethos both via discussion and practically.
- Give attendance a high profile.
- Praise students for arriving on time.
- Inform the KS4 Senior Pastoral Manager when absence is causing concern.

Parents

- Ensure that children leave home for Scarborough UTC on time every day.
- Provide a written explanation for children's absences from Scarborough UTC.
- Endeavour not to take children out of Scarborough UTC in term time.
- Where it is not avoidable to take children out of Scarborough UTC during term time, a holiday form and supporting letter must be completed and permission granted by the Principal.
- Notify Scarborough UTC as soon as problems arise with child's attendance.
- If no letter has been sent in advance telephone Scarborough UTC on the first morning their child is absent and every day following for the duration of the absence.
- Support Scarborough UTC in its ethos relating to the direct link between attendance, achievement and employability.
- As far as possible, parents should attempt to book medical and dental appointments outside of college hours.
- Where this is not possible, a note and appointment card should be sent to the college.
- If the appointment requires the student to leave during the college day, the student must be signed out by a parent.
- Students must attend college before and after the appointment wherever possible.

Students

- Arrive at Scarborough UTC by 08:35 for 08:45am roll call in tutor time every morning.
- Students arriving after 8.45am must sign in at Scarborough UTC main reception
- Be on time for all lessons.
- Make sure a note is sent from parents to explain absences.
- If students need to leave early, inform the KS4 Senior Pastoral Manager and sign out at Scarborough UTC main reception.
- Tell their Tutor or Pastoral Manager if they are having any problems attending college.

3. Leave in Term Time

The importance of college attendance is such that the law has now changed and Head teachers may now only grant leave in term time where the circumstances are exceptional. This is in line with North Yorkshire County Council's Leave in term Time Guidance and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations.

For example:

- death of parent/carer or sibling of the student
- life threatening or critical illness of parent or sibling of the student
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Family emergencies need careful consideration. It is not always in the best interest of the child; nor appropriate for them to miss college for family emergencies that are being dealt with by adult family members. Being at college, friendships and support from staff can provide children with stability and care during difficult times. The routine of college can provide a safe and familiar background during times of uncertainty.

The DfE guidance about holidays in term time makes the following points:

- each request can only be judged on a case by case basis;
- even in exceptional circumstances it is expected that the Principal will use their discretion sparingly;
- The Principal should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merits;
- as a general guide any activity, holiday or event that can be arranged out of term time should be

If there are exceptional circumstances which have led to a request for leave in term time for a child, then parents must complete the required form, which can be obtained from Scarborough UTC (**see APPENDIX 4**). The Principal will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

If a child is taken out of Scarborough UTC without the Principal's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

Penalties for unauthorised absence

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of students who have unauthorised absence from college. The amount of the penalty is £60. If this is not paid within 21 days the amount rises to £120. If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence." The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.

- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

These prosecutions are criminal proceedings and could result in parents having a criminal record.

4. Attendance Procedures

KS4

Stage 1:

Parents receive Parent Handbook at start of academic year to reinforce importance of attendance.

Stage 2

Daily attendance routines (each action 15 minutes earlier from Sept 2018)

09:00 – 09:10am	All Tutors complete registers within the first ten minutes of Tutor time. Any missing registers to be identified by Pastoral/Attendance Intervention Officer.
09:00am – 09:20am	KS4 Pastoral monitoring late students and intervening as necessary.
9:25am	<p>Pastoral/Attendance Intervention Officer attend classroom and ask for teacher to complete register as a matter of urgency if still outstanding.</p> <p>When all registers are completed Pastoral/Attendance Intervention Officer logs all missing students and checks against turnstile report, minibus logs, signing in book, phone /email messages.</p> <p>Parents/carers of students still logged as absent are contacted by phone and or email and text system in BromCom.</p> <p>A report sent to KS4 Pastoral Manager of absent and late students who then will follow this up if no messages received.</p>
2:00pm	<p>Afternoon the same procedure will be followed as the morning for incomplete registers. Home visits made as necessary and missing registers identified.</p> <p>Where a student cannot be accounted for after PM roll call, Pastoral Manager will follow up to ascertain students' whereabouts in the building.</p>

In addition:

- All staff to rigorously reinforce expectations to late arrival and poor punctuality supported by Vice Principal.
- Weekly quality assurance of coding and QA of missing marks – Vice Principal – Personal Development, Behaviour and Welfare.
- Tutor's to alert Attendance Intervention Officer where provided with information of a student absence and update register.

- Weekly attendance figures for each Year Group to be published in weekly bulletin by Attendance Intervention Officer. Students with concerns noted along with intervention status by Attendance Intervention Officer.
- Authorised absence in term time for holidays – students to see KS4 Pastoral Manager who then seek permission and response from the Principal with a formal response letter produced for parents.
- For attendance linked to educational visits - organising teachers to provide lists of students attending any off site visits to Attendance Intervention Officer minimum a day before the visit – registers handed back on the day to allow Attendance Intervention Officer to update accordingly.

Stage 2:

Daily and weekly.

- All N marks to be checked by KS4 Pastoral Manager/Attendance Intervention Officer for any unexplained absences. Correct coding then entered onto registers. Missing marks checked weekly.
- Monitor of inconsistencies on registers – Pastoral Managers.
- Unexplained absence notifications sent to parents via email and phone call home – Attendance Intervention Officer to issue and monitor responses.
- If a student is identified as having a lot of time off due to illness parents to be contacted by phone by KS4 Pastoral Manager to discuss and provide supporting evidence. KS4 Pastoral Manager to organise work to be sent home to students in order for them to keep up with academic studies where appropriate.

Stage 3: Weekly

- Unexplained absence letter to be sent to parent if there has been no response from College enquiry by email or call home. All intervention to be recorded on BromCom.
- Students monitored and highlighted through Pastoral Weekly Intervention Sheet to determine further actions for KS4 Pastoral Manager/Attendance Intervention Officer.
- Students falling below 96.5% (National Average) - attendance letter sent home with concerns. Attendance Intervention Officer – fast track interventions applied as appropriate.
- If a student has had in a period of three weeks, 10 or more absences, Attendance Intervention Officer – apply intervention as required.
- Mentoring – students with attendance below 96.5% will be regularly spoken to by their Tutor about concerns with their attendance at Scarborough UTC and ways in which they can improve this. If any underlying issues are disclosed at this point they must be flagged to Designated Safeguarding Lead.

Stage 4: Monthly

- Attendance Intervention Officer to monitor interventions noted above to see improvement or decline. Attendance tracking must take place to monitor borderline students on 96.5%. Again – students with concerns flagged in weekly SLT Data review.
- Improvement letters sent home by Attendance Intervention Officer where noticeable improvements are seen in attendance.
- If students with unauthorised absences remain on system or there is a worry over a student in particular with authorised absences an Early Help Assessment should be completed by KS4 Pastoral Manager - Parent Meeting required.

Stage 5: Half termly:

- Attendance on MCAS

- Half termly letters sent home to parents to inform parents of their child's % attendance – this is for positive as well as concerns by Attendance Intervention Officer.

Stage 6:

- **Yearly** – Prizes will be made available for students with 100% attendance, 98% or above and those students with significantly improved attendance in a year as set out in the Scarborough UTC Rewards Policy.

Termly

Attendance Awards completed for KS4.

APPENDIX 1

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at College

Students must not be marked present if they were not in college during registration. If a student were to leave the college premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in college / = am \ = pm

Present in college during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Students can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the college and supervised by someone authorised by the college. The activity must take place during the session for which the mark is recorded.

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when students are present at an off-site educational activity that has been approved by the college. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing college work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school should record the student's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the student is known to be registered at another school during the session in question.

Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment this code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the college and supervised by someone authorised by the college.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence should be recorded using the relevant code.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when students are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the student's attainment, attendance and ability to catch up on missed schooling.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the

legitimacy of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a

student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher

If a school does not authorise a leave of absence for the purpose of a holiday, but the parent still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

- This code can be used where a student is unable to attend because:
- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school. This code can also be used where a student is unable to attend because:
- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).
- This code is collected in the School Census for statistical purposes.

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Students

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to

attend. This is only acceptable where the school ensures that those students not attending on that day are still offered a full education over the school year.

APPENDIX 2

Sixth Form @ Scarborough UTC Attendance Policy

It is a key aim of Scarborough UTC that Sixth Form students should have 100% attendance in order to maximise their educational experiences and attainment. In line with this, all post 16 students will be required to attend all timetabled lessons, Enrichment sessions, tutorials, and appropriate Tutor group periods. Where students are eligible for 16-19 bursary payments, if the student has failed to attend fully, then the student may receive no, or a reduced payment for that term.

However, we accept that some absences are unavoidable and in some circumstances the school will deem absence to be authorised. Authorised absence, will not affect termly 16-19 Bursary payments.

Absences will be considered to be unauthorised unless there is a valid reason otherwise. In other words, where there is an absence and the student wishes this to be authorised, it is **up to the student** to notify and agree this with Scarborough UTC in line with this policy. If the absence can be foreseen, then the student must apply for authorised absence **in advance** by completing a **Sixth Form Excusal Form** and handing this in to reception and informing their tutor. This must be done **at least two days before any planned absence**. It is not acceptable to miss classes without prior notification and then to ask that the absence should be authorised retrospectively. Any requests for planned absence of more than one day must be submitted in writing by the student or parent to the appropriate Tutor. If this is approved, excusal slips should then be completed and submitted as detailed above.

Where the reason for absence could not reasonably have been foreseen, Scarborough UTC will consider whether the absence should be authorised. An absence which could not have been notified in advance should be notified to the College on the day in question; unless, exceptionally, there is a good reason why this could not be done. This should be done by a phone call to Scarborough UTC reception by 08:45am on the day of absence. If absence is due to illness, students should give details of the nature of the complaint and an estimate of the time they will be absent. On return to College the student should then complete a **Student Self Certification Form** and have this countersigned by a parent/guardian before returning it to reception. This must be done within **48 hours** of returning to College.

Absences which can be foreseen

These will be authorised only if the reason given for the absence is a valid one. The following are examples of reasons that would usually be considered to be acceptable:

- A medical appointment that **cannot** be arranged outside College hours
- To look after a family member or another person for whom the student has caring responsibilities – however this **does not** cover babysitting younger siblings
- A religious holiday in line with the student's faith
- A visit to a University either to attend an open day (maximum of 5 days to be approved in a year) or for interview
- A career related interview
- An appointment with a Careers Advisor (although these should normally be scheduled to avoid disruption to studies)
- A work experience placement which is an integral part of a course, and for which the student does not receive a wage
- Participating in a significant extra-curricular activity, such as drama, music, sport, DofE or volunteering. Authorised absence will be granted only where the activity reflects a significant level of personal achievement, for example, taking part in a regional or national event, or for some other one-off event. Authorised absences for this reason will be granted sparingly; where

a pattern of frequent participation in such activities is proposed, solutions will be explored personally with the student

- Attendance at a probation meeting
- Attendance at the funeral of a close friend or immediate family
- Severe disruption to a student's mode of transport where there is no practical way of getting to school
- A driving test
- Court attendance
- Family bereavement
- Wedding of an immediate family member
- Visits approved by the school
- Curriculum Area study days
- Study leave

These are general guidelines, and Scarborough UTC will take account of: the inherent reasonableness of any case; the number of absences taken by any one individual; and repetitions of the same reason. In all cases excusal slips must be completed by the students, countersigned by a parent/guardian and submitted to reception.

The following reasons for absence would **not** be acceptable:

- Holiday taken during term-time
- Social events during term-time
- Part or full time work which is not part of the student's programme of study
- Student union or political activities
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons and the driving theory test
- Late arrival to lessons/tutorials
- Routine medical/dental appointments.
- Missing lessons to complete coursework / homework.
- Taking unofficial exam study leave

This list is not intended to be exhaustive

Absences which cannot be foreseen in advance

Where an absence genuinely could not be foreseen in advance, the student or parent should tell Scarborough UTC as soon as possible on the day in question that they will be missing classes in line with the advice given earlier in this policy. The only exception to the above is where the student has a strong reason why they failed to contact the College. This might be because an event has been particularly disturbing or unpleasant, or because of a genuine practical barrier. Any such reasons must be notified to their tutor as soon as possible.

The following are examples of reasons for absence that would tend to be acceptable, provided that Scarborough UTC has been notified on the day:

- An emergency involving a family member or another person for whom the student has caring responsibilities. Sudden severe illness would be an example. However, while such cases will be

treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorizing absence.

- Family bereavement.
- Transport problems, where these were **not** known about in advance, and where there is no alternative means to hand.
- Sickness Absence – up to a **maximum** of 10 days self-certificated absence per year may be authorised through **Student Self Certification Forms**. However, the College is entitled to turn down applications for authorised sickness absence for 16-19 Bursary payments if they have reason to doubt their validity. Any emerging pattern of non-attendance due to sickness without explanation would be unacceptable. Where students are absent for a period of more than 5 days a medical certificate will be required for 16-19 Bursary payments to be authorised. Extended sickness absence will lead to the renegotiation of the 16-19 Bursary payment and the possibility of the withdrawal of these payments as these are dependent on attendance at Scarborough UTC.

Scarborough UTC will regard students reaching attendance of over 95% as having excellent attendance and will report it as such in any reference given.

Attendances of over 95% will be rewarded as part of our Professional Values and Employability Skills – 95% is Bronze level, 97% Silver and 100% Gold.

Students with attendance levels of 95% or below may expect to be subject to intervention strategies from their tutor, or Scarborough UTC leadership. These may include a mixture of support and sanction and will usually involve parental contact including meetings. Scarborough UTC reserves the right to not support the exam entries of students whose attendance is persistently below 85%. Such students may be withdrawn from some or all of their examinations and their place at Scarborough UTC may be withdrawn if unacceptable attendance continues.

Punctuality

All students should be punctual as this is a key employability skill. Students whose punctuality is persistently below 85% in year 12 may prevent progression in to Year 13. If you arrive at College after 8.45am (whatever the reason), it is essential that the first thing you do is to sign in.

- If you arrive on site between 8.46 and 9.00am you must sign in at Scarborough UTC main reception. Persistent lateness will result in sanction.

Sixth Form Attendance procedures

Stage 1:

All sixth form students are briefed on the importance of good attendance as part of their induction. The self-certification and excusal forms are explained as part of students reading and signing the Student Expectations Agreement

Stage 2

Daily attendance routines

9.00 - 9.10am All sixth form tutors staff complete registers within the first ten minutes of tutor time. Any missing registers to be identified by Receptionist.

9.10am Email reminder sent to tutors missing the register.

9.25am When all registers are completed receptionist logs all missing students and checks against sixth form sign in, phone /email messages.

Parents/carers of students still logged as absent are contacted by automated text system in BromCom and email.

Each day all sixth form students must sign in and out either with their card or manually to the Entry sign system on reception.

Stage 3:

Daily and weekly.

- VP to provide up to date list of students with home study privileges.
- All excusal and self-certification forms to be handed in to reception.
- All N marks to be checked by Receptionist for any unexplained absences. Correct coding then entered onto registers. Missing marks checked weekly.
- Monitor of inconsistencies on registers – Attendance Intervention Officer
- Unexplained absence notifications sent to tutors for tutors to request either self-certification or excusal forms appropriately completed – receptionist to issue and monitor responses. This to happen on a weekly basis for KS5 every Friday.
- Attendance intervention officer to monitor attendance and each Tuesday inform Vice Principal, Receptionist and tutor when trigger points reached as in the table below.
- Each Monday, VP will inform tutors of Tutor group attendance intervention list sent to each tutor to support their intervention with trigger points.

Stage 4:

Half termly:

- Half termly letters sent home to students/parents to inform parents of % attendance and link to MCAS.

Stage 5:

- **Yearly** – Yearly letters are sent to inform students/parents/carers of attendance at end of academic year and link to MCAS. Prizes will be made available for students with 100% attendance, 98% or above and those students with significantly improved attendance in a year as set out in the Scarborough UTC Rewards Policy.

Stage 6:

- **Yearly** – Yearly letters are sent to inform students/parents/carers of attendance at end of academic year and link to MCAS. Prizes will be made available for students with 100% attendance, 98% or above and those students with significantly improved attendance in a year as set out in the Scarborough UTC Rewards Policy.

	Action	By whom?
Below 96%	Speak to student Attendance letter 1 with attendance certificate to parent. Copy to student	Tutor Receptionist
94% to 90%	Monitor closely Attendance Report – letter to parent explaining this. Student is placed on daily report to VP. Required to have card signed am/pm by VP and then by parent/carer.	Tutor, VP, AIO VP

	<p>If no improvement</p> <p>Speak to student Explain PA (below 90%) and significance of this Invite parent/carer in for meeting. Any issues home/college? Identify any support needs.</p>	Tutor/VP/AIO
Below 90%	<p>Persistent Absentee</p> <p>Further strategies and sanctions needed led by VP</p> <p>Student becomes subject to the student warning system.</p>	

SIXTH FORM STUDENT SELF CERTIFICATION FORM (for use in case of sickness and unforeseeable absence)

This form should be completed by a student returning to College after any unforeseeable absence and should account for absences of up to 5 continuous days. A doctor's note is required for longer periods of illness. Full reason for absence must be given – 'sick' and 'ill' are not acceptable.

Please remember this form must be signed by a parent/guardian/responsible adult explaining your reason for absence, and by your tutor.

SURNAME:..... TUTOR GROUP:.....

FIRST NAME:.....

I certify that I was unable to attend school on:

FROM (day & date):..... TO (day & date):.....(inclusive)

NUMBER OF DAYS / PERIODS

The reason for my absence was:.....

.....

.....

MIS YES / NO

Did you consult your doctor on this occasion? YES/NO

STUDENT SIGNATURE:.....

DATE:.....

PARENTAL SIGNATURE:.....

DATE:.....

TUTOR SIGNATURE:.....

DATE:.....

POST 16 STUDENT EXCUSAL FORM (Absences which can be foreseen)

This form should be completed by a student **in advance** and by forwarding it to their tutor and reception. This must be done **at least two days before any planned absence**.

Please remember this form must be signed by a parent/guardian/responsible adult explaining your reason for absence, and by your tutor.

SURNAME:..... TUTOR GROUP:.....

FIRST NAME:.....

I notify that I will be unable to attend Scarborough UTC on:

FROM (day & date):..... TO (day & date):.....(inclusive)

NUMBER OF DAYS / PERIODS

The reason for my absence is:.....
.....
.....
.....
.....

MIS YES / NO

STUDENT SIGNATURE:.....

DATE:.....

PARENTAL SIGNATURE:.....

DATE:.....

TUTOR SIGNATURE:.....

DATE:.....

APPENDIX 3

SCARBOROUGH UTC

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least 7 days before the first date of the period of absence being requested. Parents/carers must obtain the schools permission before making any bookings for holidays in term time.

No parent/carer can demand leave of absence for the purposes of a holiday as of right. The Education Regulations state that applications must be made in advance by a parent with whom the child lives and can only be authorised by the school in special circumstances. Each application is considered individually by the school taking into account factors like the timing of the holiday and the child's attendance record. Parents who take a child on holiday in term time without the permission of the school risk being issued with a penalty notice fine.

Taking a holiday during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application, parents/carers are asked to consider the effect on their child's continuity of education.

Name of student(s)

Address

Telephone

I request permission for my child to be absent from school

From..... To..... Total school days.....

Special circumstances for request

Signature of parent/carer..... Date.....

For school use only

Seen by principal/vice principal (signature)..... Date.....

Decision reached..... Other outcome.....

Date reply returned.....