

South Gloucestershire and Stroud Academy Trust (SGSAT)

SGS Berkeley Green UTC Attendance and Punctuality Policy and Procedures

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Date:	

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ATTENDANCE

1. Introduction

1.1 In order to achieve the best for each student we are fully committed to developing with them our core values of learning, community and leadership. This policy specifically relates to learner attendance and punctuality which are fundamental to:

- Empowering students to become independent and responsible learners.
- Encouraging high standards of attainment, leadership and professional behaviour.
- Instilling respect among learners for themselves and others.

1.2 We place very high value on all aspects of student attendance and punctuality and therefore locate all aspects of policy and practice related to promoting and sustaining positive attitudes to attendance and punctuality at the heart of teaching and learning.

1.3 The development and implementation of this policy is intended to ensure that all teaching and support staff employed by the UTC are carrying out appropriate measures that will safeguard children and promote their welfare.

2. Statutory Framework

2.1 Regular attendance at the UTC is a legal requirement, establishes good habits which will be valued later by employers, and is vital if our young people are to gain the full benefit of the education provided and to succeed in public examinations. Doing all we can to ensure good attendance is, therefore, a priority for the UTC.

2.2 A successful UTC is a partnership between the UTC, the students, their parent(s)/carer(s) and the wider community. This document sets out below what is expected of the partners, the responses that the UTC will make to attendance issues, and the specific roles and responsibilities of staff within the UTC:

- The Government's goal of "raising educational standards for all young people" requires that students attend school as a pre-requisite to engaging with the curriculum and learning.
- It is the Local Authority's responsibility in law to enforce the regular school attendance of registered students of statutory school age.
- Local authorities and all schools have legal powers to use parenting contracts, parenting orders and penalty notices to address poor attendance and behaviour in school. In addition to using these powers, local authorities and schools can develop other practices to improve attendance as outlined in Section 3 of the DfE Statutory Guidance (August 2013).
- SGS Berkeley Green UTC has a legal duty to maintain Admissions and Attendance Registers and to record learner attendance or absence from the UTC.

- The UTC also has a duty to have effective systems in place to track and manage student attendance by developing clear whole-UTC policies and procedures and by engaging with parents/carers, other agencies and the wider community.
- Parents/carers have a duty to ensure that their child/children receive a full-time education and that children registered at a school attend regularly and punctually.

3. Purposes and intentions of the Attendance Policy

3.1 Promoting attendance and avoiding absence from the UTC

The purposes underpinning the UTC's attendance policy are to:

- Encourage 100% attendance and punctuality.
- Ensure all those associated with the UTC understand the expectations in relation to attendance and punctuality.
- Produce regular information about class and individual attendance and punctuality which will enable the UTC to monitor trends and patterns so that appropriate measures can be taken to improve attendance and punctuality and thus academic performance.

Absence from the UTC, whether **authorised** (valid reason) or **unauthorised** (no valid reason) affects an individual's ability to form positive peer and adult relationships and develop social skills. The habits of regular and punctual attendance are important in their own right: they enable individuals to participate in social organisations and shared arrangements, to take on commitments, and to contribute at work as well as at the UTC.

3.2 What do we expect of our students?

Students will:

- Regularly attend the UTC according to the published session times - ensuring they arrive at the UTC before 8.55am in time to be registered at the beginning of the morning session 9 am.
- For KS4 students, at 9am access barriers no longer permit access and students must sign in at reception.
- If absent for a valid reason, they must remind their parent(s)/carer(s) of their responsibility to inform the UTC on the first day of absence, and to provide a written note explaining the absence upon their child's return to the UTC. If absent, students should make every effort to access and complete any work they have missed.
- Be expected to make up any late minutes accrued through the week during SLT detention.

3.3 What do we expect of parents/carers?

Parents/carers will:

- Uphold the Home-UTC Agreement to ensure regular attendance.
- Discharge their legal and moral responsibility to ensure their child attends the UTC according to the published dates and session times, and that they are equipped for all lessons.
- When a valid absence occurs, contact the UTC on the first day of absence and provide a written explanation of any period of absence when their child returns.
- Avoid any absence from the UTC for routine medical appointments during term time. Students having medical or dental appointments must bring an appointment card or note from their parent(s)/carer(s), which should be authorised by the Attendance Officer. Where possible, every effort should be made to arrange appointments outside of UTC hours, especially for ongoing treatment.
- Not arrange holidays or leave of absence. The UTC will only grant leave during term time in exceptional circumstances, in line with statutory regulations. If there is a need for a student to take time off during term time then the student's parent(s)/carer(s) should write to the Principal who will then decide whether leave should be granted.
- Obtain a local authority licence if their child intends to be absent from the UTC for the purposes of taking part in a "performance". The license should specify dates for the intended absence. The Principal will make a decision as to whether to authorise these requests on an individual basis.

Note: Parents/carers who remove their child during term time without authorisation from the Principal risk losing their child's place on the UTC roll. This would result in parents/carers having to reapply for enrolment of their child.

3.4 What can students and parents/carers expect of the UTC?

The UTC will:

- Accurately record the attendance, and any sessional absence, of a student; through a system of registering students in lessons, during team time and regular spot checks to identify any post registration truancy - informing parents/carers immediately should that occur;
- Respond to any sessional absence for which no parental explanation has been received after two days of absence with a telephone call or a letter to the student's home address informing parents/carers of the absence;
- In the case of known long term absence: where appropriate, provide work for the student at home; take action to achieve the successful reintegration of the student on their return.

4. How will the UTC respond to attendance issues?

- 4.1 When problems of attendance arise, the UTC Attendance Officer will involve the Head of Company and the Team Leader (Tutor) in the first instance. The Principal will review attendance reports weekly. If this is unsuccessful in addressing attendance issues, the UTC Attendance Officer will ensure parents/carers are aware of the situation and their responsibilities, and seek to provide appropriate support to students, parents and carers in an effort to improve attendance.

The UTC will, through the pastoral system, seek to provide support for students and parents/carers when attendance problems occur.

The UTC will recognise and reward the good attendance of individuals/tutor groups.

Through good classroom practice and breadth of courses, the UTC will seek to provide a curriculum suited to the interests, needs and capabilities of students.

The UTC has a responsibility to inform the local authority if any student fails to attend regularly or is absent for a period of 10 days or more without the UTC's permission.

5. Roles and Responsibilities of staff

- 5.1 The UTC uses Arbor to record attendance. The UTC Attendance Officer has overall management responsibility for the attendance aspect of the system and will use the absence and attendance codes as outlined in section one of the DfE Statutory guidance (September 2018).

- The UTC Data Administrator will address technical issues.
- The day-to-day operation of the system is the responsibility of the Attendance Officer.
- The role of the teacher is crucial to the successful operation of the computer registration system, and to the success of the attendance strategy. It is the responsibility of the Tutors to:
 - Arrive promptly for lessons and take the register at the start of P1 and at afternoon team time (these two points are when statutory attendance is reported).
 - Take the register within the first 10 minutes of every teaching session.
 - At the end of the registration period, 'send' the register electronically to the Attendance Office. **Complying with this instruction is vital to the successful operation of the system.**
 - Team leaders (tutors) must ensure absence notes are received from parents/carers and sent to the Attendance Officer who will record all absences.

- The team leader (tutor) must monitor closely student attendance, keeping relevant staff/Heads of Company informed of any attendance problems in their Tutor team.
- All staff, as subject teachers, play a crucial role in monitoring and responding to post - registration truancy. It is the responsibility of the subject teacher to:
 - Lead by example by being punctual to lessons.
 - Register their teaching groups every lesson, ensuring certainty on the part of the students that any absence from a lesson will be noted and recorded. This is essential to the UTC's truancy control system.
 - When suspicions arise as to the reason for absence from a lesson, send a request for information to the Attendance Officer. Any truancy should be reported immediately to the Attendance Officer. If problems persist, the Head of Company and the UTC Attendance Officer should be informed.
 - Reward good attendance.
 - Share data with students and parents/carers so that they can understand trends of attendance and be proactive in plans for improvement.
- Heads of Company have the responsibility to:
 - Monitor the attendance of their students, using the electronic registration data.
 - Make regular spot checks for post registration truancy, informing parents/ carers immediately if this occurs.
 - Monitor punctuality to the UTC, ensuring appropriate sanctions are given for persistent lateness.
 - Through their assemblies, ensure that attendance and punctuality issues have a high profile and that good attendance and punctuality are recognised and rewarded.

6. PUNCTUALITY

Punctual arrival at UTC registrations in the morning and afternoon, as well as to lessons, is important as this instils good working practices in students both inside and outside of the UTC. It also portrays a serious approach to studying and making the greatest use of opportunities available to them.

6.1 Student punctuality

- All students should arrive by 8.55am every day to begin with a prompt start at 9am.
- All students to arrive promptly for afternoon team time by 2pm.
- All students to arrive promptly at each lesson to maximise learning opportunities.

- Sanctions will be applied to students who are continually late to the UTC or class as this disrupts the learning of others as well as themselves.

6.2 Punctuality procedures

6.2.1 Staff should arrive at their teaching rooms punctually for registration and lessons to set a professional example to students.

6.2.2 The following actions will be taken if a student is late:

- Team leader will be aware of latecomers and instigate appropriate action (see Attendance 6.3 below)
- Initially the Attendance Officer will monitor and follow up absences.
- UTC Attendance Officer involvement will be triggered when support and sanctions have made no significant improvement.
- Subject teachers and subject leaders will take appropriate action with persistent latecomers to lessons.
- Parents/carers will ensure that their child leaves home in sufficient time to arrive punctually.
- Parents/carers will be informed by Tutors/Heads of Company of students arriving persistently late to lessons.
- Parents/carers will be required to meet with a student's Head of Company where there is no sustained improvement.

6.3 Consequences

Students will be expected to make up any late minutes accrued through the week during SLT detention.

7 Links with other policy areas

7.1 This policy is central to all aspects of student well-being. It should be rigorously observed by all staff and in particular by team leaders and UTC administrators.

7.2 The policy links closely with guidance on:

- Special Needs and Inclusion
- Safeguarding
- Anti-Bullying
- Behaviour for Learning

7.3 For staff, further guidance is available in the staff handbook in the section on teaching and learning and in the relevant sections of the UTC website.

- 7.4 For parents/carers, further information is published in the induction guidance and Home-UTC Agreement and in the relevant sections of the UTC website.
- 7.5 For students, guidance is printed in the relevant sections of the UTC website.