

Heathrow Aviation Engineering UTC

Attendance and Punctuality Policy

Introduction

Heathrow Aviation Engineering UTC aims to foster a positive work ethic and develop student's awareness of employer and HAE UTC's expectations with regards to attendance and punctuality. Research shows that poor attendance and punctuality has a serious detrimental effect on outcomes.

Much of the work children miss when they are off school is never made up, leaving these students at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement:

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

This policy has been drawn up to clarify our attendance and punctuality expectations at the UTC.

Addressing attendance concerns:

Unauthorised absence is absence without permission from the school. This includes all unexplained or unjustified absences. Holidays taken during term time, known as **exceptional leave**, will be treated as unauthorised absences. The reasons for the exceptional leave will be logged on the student's record and the Participation Officer may issue a **Penalty Notice** resulting in a fine of £60 per parent per child if paid within 21 days. It increases to £120 if paid after this time but within 28 days. After 28 days a summons to court will be issued. If a student is absent for a continual period of 20 days without any notification from parents/carers, the school, after reasonable enquiry, has the right to remove the student from their school roll. The school will inform the Participation Team and this action could also result in the student being put onto the missing child register. We will write to parents/carers with 10 days to go and state we are going to do this. We will always inform the Participation Officer first who will make an unannounced visit to the family home.

One of our strategic objectives is to reduce to zero the number of students whose attendance and punctuality at the UTC drops below 90%. A target for attendance and punctuality will be established annually by the Principal. This is currently set at an aspirational level of 95%. The annual target will be published with other bench marking data to students, staff, parents and Governors on an annual basis.

This policy has been drawn up to clarify our attendance and punctuality expectations at the UTC.

Expectations

All students are expected to

- Attend fully during the UTC day from 08:30
- Stay on site for the entire UTC day (except Sixth Formers who are allowed off-site at lunchtimes) and variation to start and finish times depending on the timetable.

- Attend all timetabled lessons on time including personal development, enrichment and morning and afternoon registration
- Maintain a cumulative rate of attendance at 95% or above
- Maintain a cumulative rate of punctuality at 95% or above
- Avoid making routine doctors, dental or other appointments during the school day
- Never make appointments for driving lessons during the school day
- Sign in and out when entering or leaving the site during the UTC day
- Limit any part time work to 8 hours per week so that it does not impact on your studies

Teachers and Tutors are expected to

- Promote high standards of attendance and punctuality
- Be at their door greeting students and ensuring students are ushered into their classroom for a prompt start to lessons and registration
- Complete the SIMS lesson monitor at the start of each lesson and update the register for any late arrivals
- Follow up on lateness and unexplained absence
- Sanction students for unauthorised absences or lateness to lessons, in line with our Rewards and Sanctions Policy
- Clear students from their duty area a few minutes before the start of each lesson to ensure that students can arrive to their next lesson on time

Parents/carers are expected to

Ensure that their child attends the UTC on time as required

- Inform their child's Form Tutor in writing of unavoidable appointments (such as specialist medical appointments) in advance. Sixth Form students will be allowed to take up to 5 days absence to attend relevant career events or university open days, but are encouraged to visit at weekends wherever possible. At least one week's notice is required.
- Ensure that the UTC has their current contact information
- Inform the UTC by phone or e-mail on each day of absence before 08:30, if the absence is not planned.
- Provide the UTC with a signed and dated letter or email stating the reason for absence, on their child's return to school. Where appropriate, medical evidence should be provided.
- Never make arrangements for their child to go on holiday during term time unless by prior agreement with the Principal

- Support the UTC's Rewards and Sanctions Policy

Addressing punctuality concerns

- **Stage 1:** If punctuality falls below 95% the student will have an **initial** discussion with their Form Tutor or Subject teacher and this will be recorded on SIMS.
- **Stage 2:** If punctuality falls below 90% the student will have a **Punctuality Commitment Interview** with their Form Tutor or Subject Teacher. Parents/carers will be informed and the student will be on a Tutor Report for a minimum of 10 working days.
- **Stage 3:** A continued pattern of lateness will result in a **Punctuality Meeting** with the Sixth Form or Key Stage 4 Coordinator and the parent/carer. Targets will be set and the student will report to their Coordinator for a minimum of 20 working days. For Sixth Formers, there will be a discussion about future studies at the UTC.

Stage 4: If the punctuality problem is still not resolved:

A Key Stage 4 student will be referred to the Participation Team. Parents/carers will be made aware of the legal requirements regarding school punctuality and that penalty notices may be issued and/or court proceedings pursued. Attendance at compulsory parent/student workshops and/or panel meetings will be expected.

A Key Stage 5 student may be asked to leave the UTC. Attendance at compulsory panel meetings will be expected

Addressing attendance concerns

- If the UTC has not been notified of the absence of a student, parents/carers will be contacted by the Attendance Officer by e-mail, text or telephone.
- Absence for holidays that have not been agreed with the Principal will be marked as unauthorised and may incur a penalty notice in some instances
- **Stage 1:** If attendance falls below 95% the student will have an **initial** discussion with their Form Tutor or Subject teacher and this will be recorded on SIMS.
- **Stage 2:** If attendance falls below 90% the student will have an **Attendance Commitment Interview** with their Form Tutor or Subject Teacher. Parents/carers will be informed and the student will be on a Tutor Report for a minimum of 10 working days.
- **Stage 3:** A continued pattern of poor attendance will result in an **Attendance Meeting** with the Sixth Form or Key Stage 4 Coordinator and the parent/carer. Targets will be set and the student will report to their Coordinator for a minimum of 20 working days. For Sixth Formers, there will be a discussion about future studies at the UTC.
- **Stage 4:** If the attendance problem is still not resolved:
A Key Stage 4 student will be referred to the Participation Team. Parents/carers will be made aware of the legal requirements regarding school attendance and that penalty notices may be issued and/or court proceedings pursued. Attendance at compulsory parent/student workshops and/or panel meetings will be expected

A **Key Stage 5** student may be asked to leave the UTC. Attendance at compulsory panel meetings will be expected

Monitoring, Evaluation and Review

- The Key Stage Coordinators will monitor attendance and punctuality patterns for students at the UTC. They will liaise with the UTC's Attendance and Punctuality Officer, teachers and tutors to ensure that effective procedures are in place to enable all parties to meet expectations.
- Attendance and punctuality data will be regularly analysed and appropriate actions will be taken to support students who are not meeting expectations.
- The Principal will monitor the implementation and effectiveness of this policy on an annual cycle (or more frequently if required by changing legislation or needs) and report to the Board of Governors.

Date created: 25 March 2015

Date updated: 15 February 2017 – Draft awaiting Governor approval

Date agreed: