

ATTENDANCE POLICY

Document created by BMC/LW



Working with Parents on ATTENDANCE

- What to do if your child is unexpectedly absent from school (illness etc.)
- Taking your child out of College during the school day (dentist etc.)
- Students who arrive late for school
- How to request an absence in advance

ABSENCES

At Uppingham Community College we are very proud of our high attendance levels which we are able to maintain with the continued support of parents who keep absences to an absolute minimum.

We would like to take this opportunity of thanking you for this support and to give you information about how absences are dealt with at Uppingham Community College.

It is also important that you are aware of how and when outside agencies may become involved in your child's attendance. We have a duty to co-operate fully with outside agencies to ensure that the law regarding College attendance is fully and fairly implemented.

PARENTS/CARERS RESPONSIBILITY

- On **each day** of absence, **telephone** the College (**01572 823631**) **before 9.00 am** to explain your child's absence. Please state your child's name and form group and be as explicit as possible. 'Ill' or 'unwell' cannot be authorised as reasons for absence.
- Alternatively **e-mail: absences@ucc.rutland.sch.uk** or **text 01572 842008**
- Medical evidence may be requested for on-going medical conditions or when attendance falls below 90% or for extended absences longer than five consecutive days.
- Where a child has long term illness or injury that prevents them from attending school parents must contact the College at their earliest convenience outlining the reasons for non-attendance and providing appropriate medical

documentation. The college will then be able to support the family flexibly in line with guidance from the Local Authority to ensure that they not disadvantaged and they achieve the best possible outcomes.

COLLEGE PROCEDURE

- If no reason regarding the absence has been received, the College will send an absence text to the parents/carers.
- If there is no response to the absence text by 10.00am, the College will call all of the contact numbers relating to your child on the College system, in order of priority, to ascertain a reason for your child's non-attendance.
- If after 3 days there is no contact between College and parents/carers, the College will contact the Social Inclusion Development Officer (SIDO) from the Local Authority who will do a home visit for safeguarding reasons.

It is a parent's legal responsibility to ensure that their child attends school regularly and on time. Senior staff meet with the SIDO weekly to monitor attendance and punctuality to decide what appropriate support or action is necessary. Attendance is expected to be 95% or above.

When attendance falls below 90% without acceptable reasons, including holidays during term time, the Local Authority may consider further action such as penalty notices or court proceedings under Section 444 of the 1996 Education Act.

***Time spent chasing up absences and errors can be reduced by:
A TELEPHONE CALL OR E-MAIL ON EACH MORNING OF ABSENCE***
☎ 01572 823631 (Option 1 – Absences)
✉ absences@ucc.rutland.sch.uk / 📠 01572 842008

AUTHORISED ABSENCES

The College will authorise an absence if an acceptable reason is given for example, but not exclusive:

- Your child is too ill to leave the house.
- Your child has a medical /emergency appointment, which cannot be arranged outside of College hours.
- Your child is attending the funeral of a relative.
- Your child is attending a significant event involving education, music or sport

NB: Where emergency appointments must be made for students during term time try to ensure that your child is not absent for the whole day.

UNAUTHORISED ABSENCES

The College will not authorise absence for unacceptable reasons for example but not exclusive:

- Your child is looking after other family members.
- Your child slept in
- Your child would have arrived to College late
- Your child has a minor ailment such as tummy ache or headache.
- Your child is at home waiting for a delivery
- A holiday in term time
- End of term
- Choosing to revise/study at home

NB: The College are unable to authorise any absence on the day immediately prior to or following a College holiday without medical evidence.

School/SIDO Responsibility

The College will work closely with the Social Inclusion Development Officer (SIDO) who will be informed of any students' attendance that has fallen below 92%

The College will not authorise any absences for students whose attendance is 90% or below without medical evidence.

NB: In line with Local Authority guidance the College is usually unable to set work for students who are absent from school due to illness, However, parents should contact the College if their child has a long term illness or injury that will prevent them from accessing their education in College. Where a child is absent for 15 days or more the SIDO will be contacted to consider alternative education arrangements until the child is able to return to the College.

WE EXPECT EACH CHILD TO ATTEND COLLEGE REGULARLY AND ON TIME

TIME OFF DURING TERM TIME

The College is **unable to authorise any holiday** during term time. If, however, a parent/parents have **exceptional** reasons for requesting an absence during term time, an absence request form can be collected from Student Services and returned to the Principal for consideration.

All absences, other than illness, must be requested **PRIOR** to the date of the absence and will be considered by the Principal.

WARNING

A fixed penalty notice may be issued to both parents by the Local Authority if your child is taken out of college for an unauthorised holiday during term time.

**IF WE ARE ADVISED IN ADVANCE OF AN ABSENCE IT WILL REDUCE
TELEPHONE CALLS/LETTERS HOME.**

STUDENTS SIGNING IN/OUT OF COLLEGE

Students are expected to be on site by 8.40 am

- Any student arriving after 8.40 am must sign in at Reception with a note of explanation unless it is due to school transport being late.
- A student will receive a late mark on the register up to 10.50 am. If it is after 10.50 am they will receive an absent mark.
- Persistent lateness is not acceptable and action may be taken by the Local Authority in the same way as non-attendance.

**If a student does not sign in they will have received an absent mark
on the register and will not be counted in an emergency.**

- If a student needs to sign out of College for unavoidable reasons, a letter should be sent to the form tutor to explain the reason.
- The form tutor will sign the letter which will then be given by the student to Reception as permission to leave school. They will then be able to sign out.

If a student does not sign out at reception they will still have a present mark on the register and it would be assumed they are still on site in an emergency.