



*‘WORKING TOGETHER’*

# **ATTENDANCE SUPPORT**



**UPPINGHAM  
COMMUNITY COLLEGE**



01.

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02. ●●●

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# Working together

Welcome to our 'Working Together' Attendance Support Booklet. As Attendance Lead, I would like to take this opportunity to thank you for your continued support and partnership in ensuring that every child attends school regularly and punctually.

At UCC, we believe that excellent attendance is the foundation for success. When students attend school consistently, they benefit not only academically, but also socially, emotionally and developmentally. Regular attendance helps students build positive routines, develop strong relationships, access the full curriculum, and feel a strong sense of belonging within our school community. Research consistently shows that even small amounts of absence can have a significant impact on progress. Missing just a few days of school each term can quickly add up, leaving gaps in learning that are difficult to recover. Good attendance supports higher achievement, stronger confidence, improved wellbeing and better long-term outcomes.

We firmly believe that the strongest outcomes are achieved when schools and families work together. By maintaining open communication and a shared commitment to attendance, we can ensure that every student is given the best possible opportunity to succeed.

Thank you for your continued support. Please take note of the changes to logging absences in this book and should you have any concerns or require assistance, please do not hesitate to contact the school. We are always here to help.

**- Danny Laywood**  
**Attendance Lead**



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# Attendance data



At UCC, our whole-school attendance target is 96%. This means that we expect all students to attend school every day unless they are genuinely unwell or there are exceptional circumstances. Although 96% may sound high, it still allows for nearly eight days of absence across the academic year. Attendance below this level begins to have a noticeable impact on a student's learning, progress, confidence and overall wellbeing.

Every day in school matters. When students miss school, they do not simply miss lessons; they miss vital teaching, explanations, opportunities to practise and consolidate their learning, assessments and feedback, as well as valuable social time and pastoral support. Even short periods of absence can quickly accumulate and create gaps in learning that are difficult to close, particularly in subjects such as English, maths and science, where knowledge and skills build progressively over time.

## Did you know...

If your child's attendance during the school year was...

Your child lost approximately...

This is the same as approximately...

**95%**

**9**  
days from school

**50**  
lessons

**90%**

**19**  
days from school

**100**  
lessons

**85%**

**29**  
days from school

**150**  
lessons

**80%**

**38**  
days from school

**200**  
lessons

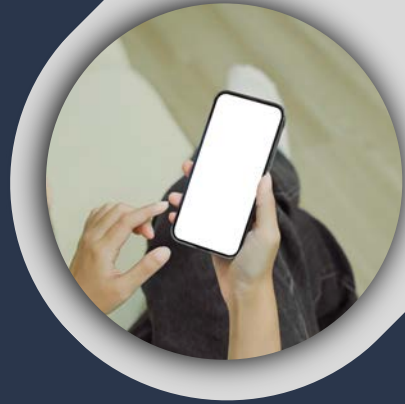
**75%**

**48**  
days from school

**250**  
lessons

04. ●●●

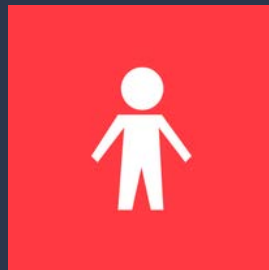
# My Child at School



The My Child At School (MCAS) platform can be accessed via the internet on a desktop, tablet or you can download the MCAS App on any Apple, Google or Android app store. This system is used to communicate information about your child's reports, clubs and trips, dinner money and behaviour and attendance. To access this, please do the following:

1. Download the MCAS App
2. Open the App or Open the MCAS website – Click SIGN UP
3. Enter school school Postcode: LE15 9TJ
4. Enter the email address the school has for you. Click SIGN UP.
5. The next page will have a box for a verification code that has been emailed to you.
6. Once you have entered the code, click verify and you're all set up.
7. When logging in for the first time, you will be asked about notifications, click agree when this message comes up. MCAS is how you will receive messages from the school.

If you are experiencing issues with setting up your MCAS account, please email [studentservices@ucc.rutland.sch.uk](mailto:studentservices@ucc.rutland.sch.uk). Please include your child's name when emailing so we can identify the correct account. Support can also be accessed on our school website.

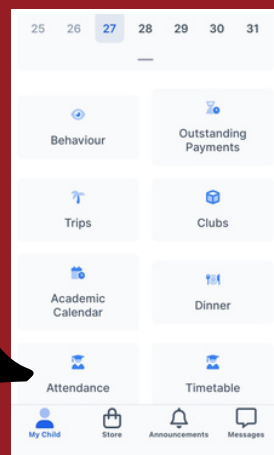
A screenshot of the 'my child at school.com' parent login page. The page has a blue header with the text 'PARENT LOGIN'. Below this are input fields for 'Email' (with an envelope icon) and 'Password' (with a lock icon). There is a checkbox for 'Remember Email Address' and a 'Login' button. At the bottom, there are links for 'Reset Password' and 'Sign Up'. The footer includes the version number 'v5.2024.9505.29135' and the text 'Powered by Bromcom'.

## 04. ...

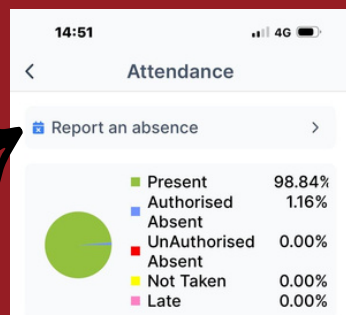
# Logging an absence

We are changing the way absences are reported to us. Parents and carers must now log absences through the MCAS app. This is a very straight forward process. The images below will outline the steps that need to be taken to register your child's absence.

01. Log on to the MCAS App and click on attendance.



02. To report your child's absence, please click on the following link.



## 04. ...

# Logging an absence

**03.** Add the date the absence will start and end on.

If your child has a medical appointment, you can report an absence for a period of the day. To do this, click on the time button and input the time they will be absent and returning to school.

In the message section, please add the reason for your child's absence.

The screenshot shows a mobile application form for logging an absence. It includes the following fields and sections:

- Date From\***: A date picker field containing "27/01/2026".
- Date To\***: A date picker field containing "27/01/2026".
- Time**: A checkbox that is currently unchecked.
- Time From**: A time picker field containing "08:35".
- Time To**: A time picker field containing "15:10".
- Message\***: A text input field with the placeholder text "Enter your message here".

Arrows from the text blocks point to the "Date From" field, the "Time" checkbox, and the "Message" field.

**Please note** - evidence of medical appointments can be uploaded at this point. Please click on 'add attachment' and select the image you need.

The attachment section of the form consists of a grey bar with the text "Attachment" on the left and a button labeled "+ Add Attachments" on the right.

## 04. ...

# Logging an absence

**03.** If you wish to attach a file such as a medical note, appointment letter, or any other relevant documentation for your child's attendance, please do the following:

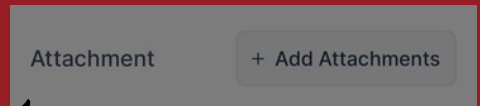
Take a snapshot of the letter



Save it as a 'file'  
(it won't upload as a picture)



Click add attachment  
on the MCAS App



Select the file you  
need



Upload to MCAS.



04. ...

# Logging an absence

04. Once you have added in all the information, click send and confirm the absence on the button below.

A screenshot of a mobile application interface. The background is a greyed-out form titled "Absence Notification". The form has a back arrow on the left and a title "Absence Notification". Below the title is a "Date To\*" field with a date picker icon on the right, showing "29/01/2026". Below that is a note: "Select a time only if your child is arriving after the school day has...". At the bottom of the form, there is an "Attachment" label and a "+ Add Attachments" button. Overlaid on top of the form is a white confirmation dialog with rounded corners. The dialog has a blue calendar icon with a white 'X' inside. Below the icon, the text reads "Confirm Absence Notification" and "Are you sure you want to send the absence notification?". At the bottom of the dialog are two buttons: a grey "Cancel" button and a blue "Confirm" button.

From this point, you will receive a notification informing you if the absence has been authorised.

## 04. ...

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# Logging an absence

**05.** If the absence has been unauthorised, you will receive the following notification in your messages on the app.

Thank you for submitting an Absence Notification on behalf of **BOUNCEBOUNCE** for the date 15/01/2026. It has now been reviewed and on this occasion, it has been rejected. If **BOUNCEBOUNCE** is not in school on this date/period, an unauthorised absence mark may be recorded. Please contact the school directly to discuss this matter further.

**05.** If the absence has been authorised, you will receive the following notification in your messages on the app.

Thank you for submitting an Absence Notification on behalf of **BOUNCEBOUNCE** for the date 27/01/2026 08:35 - 27/01/2026 11:20. It has now been reviewed and **BOUNCEBOUNCE** attendance record has been updated with an Authorised Absence mark.

On the next page we have laid out what would typically account as an authorised and unauthorised absence.

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# Authorised & Unauthorised Absence



## 01. Authorised

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Sickness and diarrhoea

Certain illness, where a student is too unwell to attend school.

Hospital appointments, outpatient treatment or specialist referrals.

Emergency medical situations.

Family bereavement.

Religious observance on a recognised religious holiday (2 weeks notice required).

Exceptional circumstances agreed in advance by the Headteacher

Attendance at a school-approved activity, including educational visits, work experience, alternative provision placements, college taster days or off-site provision arranged by the school.

## 02. Unauthorised

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Any holiday requests during term time

Family celebrations.

Looking after siblings or relatives.

Parents being unable to get their child into school.

Oversleeping or missing the bus.

Non-urgent appointments that could be arranged outside of school hours.

Staying at home due to minor ailments that would not normally prevent school attendance, such as tiredness, mild headaches or feeling low.

Absence where no explanation is provided.

We are unable to authorise any absence on the day immediately prior to or following a College holiday.

# What to expect from us?

At UCC, we understand that there are many reasons why a child may struggle to attend school. Our approach is always supportive, respectful and child centred. Our priority is to work in partnership with families to help every student achieve good attendance and feel safe, supported and ready to learn. When a student is absent or attendance becomes a concern, parents can expect the following from us:

## Prompt Communication

We will monitor attendance daily and follow up any unexplained absences.

If we do not receive notification of an absence, we will contact parents or carers on the same day.

We will keep parents informed if attendance patterns begin to cause concern.

## A Supportive and Non-Judgemental Approach

We will always aim to understand the reasons behind absence.

Our conversations will be supportive, respectful and solution-focused.

## Early Identification and Intervention

We will identify attendance concerns early to prevent patterns becoming established.

Support will be offered as soon as attendance begins to decline, rather than waiting for issues to escalate.

## Targeted Support and Intervention

Depending on individual need, this may include:

Meetings with parents, students and key staff

Pastoral or mentoring support

Emotional wellbeing or mental health support

Timetable adjustments or reintegration planning

Referral to in-school or external support services

## Clear Attendance Plans and Regular Review

Where attendance concerns persist, we may put in place an attendance support plan.

This will outline agreed actions, targets and review dates.

Progress will be monitored closely and support adjusted as needed.

## Safeguarding and Welfare Checks

If a student is absent and we are unable to make contact, we may carry out welfare checks in line with safeguarding procedures.

This is done to ensure the safety and wellbeing of the child.

## High Expectations and Appropriate Challenge

Whilst we are always supportive, we also have a legal duty to promote regular attendance.

Where support does not lead to improvement, we may involve the Local Authority and follow statutory attendance procedures.

# Our Attendance Team



**Mrs Parker**  
Attendance & Admission



**Mr Laywood**  
Attendance Lead



**Ms Murphy**  
Attendance & Admissions



**Mrs Craine**  
Year 7 Assistant Progress Leader



**Mrs Loft**  
Year 8 Assistant Progress Leader



**Ms Griffin**  
Year 9 Assistant Progress Leader



**Ms Fletcher**  
Year 10 Assistant Progress Leader



**Ms Bannigan**  
Year 11 Assistant Progress Leader

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# How can I raise a concern about my child?



## Council Support

<https://www.rutland.gov.uk/education-learning/school-attendance>

<https://www.northnorthants.gov.uk/attendance-behaviour-and-home-schooling/attendance-and-behaviour-support-parents>

## Tutor



Your child's form tutor sees them everyday and in most cases, is their first point of contact. If you have a concern, please contact them.



## Attendance Officer

If you have any serious concerns about your child's attendance, you can contact our Attendance Officer on **[murphy\\_deucc.rutland.sch.uk](mailto:murphy_deucc.rutland.sch.uk)**

## Pastoral Team



You can contact your child's Progress Leader or Assistant Progress Leader via email or telephoning reception.

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# Where can I access support?



## NHS Illness Guidance

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## ARNA Toolkit



The ARNA Toolkit is a comprehensive resource designed to support schools in addressing the challenges of Anxiety Related Non-Attendance (ARNA). It provides guidance and tools for schools to identify and address the underlying reasons for non-attendance, offering a systematic approach to support pupils aged 5-16.



## DFE Working Together

Additional support that can be put in place for pupils absent from school.  
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

## MHST



The Mental Health Support Team in Schools.  
<https://www.england.nhs.uk/mental-health/cyp/trailblazers/>