

Student Attendance Information

Here at the Energy Coast UTC we recognise the role that attendance plays in securing high academic outcomes for our students. The link between attendance and attainment is firmly established; those students who attend more achieve greater qualifications and are more able to access higher education, employment or training. Employers also place importance on punctuality and attendance when they offer employment to candidates.

The Role of Students and Parents/Carers

Good, regular attendance and punctuality is expected of every student. Energy Coast UTC encourages 100% attendance for all our students.

Students should be in school by 8.30am each morning ready for morning registration at 8.35am. Afternoon registration begins promptly at 12.15pm for Year 11 and 12, 12.45pm for Year 10 and 13. Students who arrive after the start of registration will receive a late mark, which will be monitored on a regular basis.

Should your child be absent on a school day it is essential that you contact the UTC (on 01900 606446 ext. 1) before 8.30am on the first day of absence, and each day of absence thereafter. If your child is absent for more than three consecutive days medical evidence will be required.

It is at the discretion of the school whether a student is sent home unwell during the school day. To safeguard students, they **must not** contact parents/carers directly – if they are feeling unwell, they must go to Student Support after permission has been sought from their teacher/Head of Key Stage.

We ask that parents/carers do not make medical appointments during school time – if this is absolutely unavoidable students should attend as much as the school day as possible before/after the appointment. Appointment cards or letters will be required. Year 10 and 11 students are required to be signed out at Reception by their parent/carer following notification of a medical appointment. Year 12 and 13 students can sign themselves out provided evidence of the appointment has been provided.

We also ask that parents/carers do not take holidays during term time – as of September 2013, the law states that the Principal cannot grant an absence from school except in exceptional circumstances.

The Role of the Form Tutor

All Form Tutors have a key role to play in ensuring that students meet the high standard of attendance expected here at the Energy Coast UTC.

Each week, Form Tutors will receive an attendance report for the students in their form, showing attendance to date and the number of late marks for each student. Form Tutors will monitor attendance and, as well as the Attendance Officer, may contact home if they notice that your child's attendance is starting to fall and may ask if there are any problems that may be affecting your child's attendance at school. This is in keeping with our Attendance Policy (available on our website) and is put in place to ensure that every effort is extended to keep attendance as high as possible.

The Role of the Attendance Officer

The Energy Coast UTC's Attendance Officer is Charlotte Degraff. She is the first point of reference for parents/carers to report a student absence. The Attendance Officer will also make appointments to

meet with parents/carers should a decline be noted in your child's attendance. She will also refer persistently absent students to Cumbria County Council for potential legal action.

The following table highlights the actions that parents/carers can expect to be put in place should a student fall below the high standards of attendance expected here at the Energy Coast UTC.

Parents/carers are required to attend any attendance meetings.

If % Attendance to Date is...	Rewards and Sanctions
100%	Praise Students – rewards (Head of Year and Attendance Officer, vouchers etc.)
97 - 99.99%	Form Tutors to monitor closely/contact home if student absent
94 - 96.99%	Attendance Officer to monitor closely/contact parents, inform Form Tutor and Head of Key Stage
91 – 93.99%	Attendance Officer puts student on attendance plan, Attendance Officer to monitor closely/contact parents, meetings with Head of Key Stage
Less than 91%	Parent meetings with Vice Principal, attendance panels with Governors, refer to Local Authority, legal action, etc.