

## Attendance

### Student Absence

If students are ill or unable to attend college, we require parents/carers to contact us on the morning of absence by way of one of the following:

- College phone number 01900 606446 – preferred option.
- Email message to [enquiries@energycoastutc.co.uk](mailto:enquiries@energycoastutc.co.uk) - second option.

When a student is absent from college and no message is received from home, the college will contact the parent via telephone to ascertain the reason for absence. If the college is unable to speak to a parent on the telephone, an email will be sent to the parental email address on file.

To enable the college to authorise absences due to medical appointments (hospital, doctor, dentist, orthodontist or physiotherapist) parents/carers must provide evidence in the form of an appointment card or letter. This evidence should be given to the college attendance officer prior to the appointment. Where appointments occur during the college day, it is expected that the minimum time possible away from school will be taken. We do not expect children to miss an entire day of school for a local appointment.

If reasons for absence are not provided, a letter will be posted home to parents/carers with a reply slip. If no reason is provided within seven days, absences become unauthorised.

- If a student is absent during a work placement, the UTC and the work placement provider should both be notified.

### Information on Holidays in Term Time

Q Can I take my child on holiday in term time?

A No, the law has changed.

The law does not give any entitlement to parents to take their child on holiday during term time.

Any application for leave must be in truly exceptional circumstances and the Principal must be satisfied that the circumstances warrant the granting of leave. An appointment must be made via the Attendance Officer to discuss any requests.

Parents can receive a penalty fine for taking their child on holiday during term time without prior consent from the College. (Please note consent cannot be given in retrospect)  
Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

**These amendments, as described below, came into force on 1 September 2013.**

The Education (Pupil Registration) (England) Regulations 2006 previously allowed

Head teacher's/Principal's to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year.

Principal's can also grant extended leave for more than ten school days in exceptional circumstances. Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that Principal's:

- Should not grant leave of absence unless in exceptional circumstances.
- The application must be made in advance and the Principal must be satisfied that there are exceptional circumstances which warrant the leave.
- Where a leave of absence is granted, the Principal will determine the number of days a pupil can be away from college.