

Attendance – Important Information

Scheduling Appointments

To help prepare students for the professional world, we ask that routine medical and other appointments be scheduled outside of school hours whenever possible.

If scheduling outside of school hours is not possible:

- Notify us in advance: Please inform us ahead of time via telephone, email, or a note from home. Include the appointment letter or card for confirmation.
- Attend school before and after the appointment: Whenever possible, students should come to school before their appointment and return to lessons afterwards. This reflects the commitment expected in a workplace environment.

Lateness Policy

Arrival Time: Students are expected to arrive at Engineering UTC Northern Lincolnshire by 8:40 AM each school day. Arriving after this time will result in a late mark.

Consequences of Late Arrival:

- Detention: Accumulating late marks may result in detention for students. This is to encourage punctuality, an important skill for success in both academic and professional settings.

Why Punctuality Matters:

- Punctuality prepares students for the expectations of the professional world, where timeliness is a valued trait.

Leave of absence (including term time holidays)

Important Notice on Term-Time Absences

To help prepare students for the professional world, parents are requested to avoid planning family holidays during term time. Schools are not obligated to approve absences for holidays during term time, as the law does not grant parents the right to take their children out of school for such purposes.

Since September 2013, the Education (Pupil Registration) (England) Regulations 2006 state that Principals may only grant leave of absence during term time under exceptional circumstances.

Key Points to Remember:

- No automatic 10 days' holiday: There is a common misconception that children are allowed to take 10 days' holiday per year. This is not true.
- Government advice: The government strongly urges parents to avoid taking children out of school for family holidays, as this disrupts their education.
- Unauthorised reasons: Absence will not be authorised for reasons such as shopping for uniforms, birthdays, day trips, or weekends away.

Exceptional Circumstances:

If exceptional circumstances require your child to be absent, you must apply in advance by writing to the Principal or the attendance team.

- Clearly state the dates and reasons for the leave of absence.
- Requests for compassionate leave, special family events, or sporting and musical competitions should be made in the same way.
- All requests are considered individually, taking into account the time of year, the child's attendance record, the number of previous requests, and the child's ability to catch up.
- We will notify parents of our decision either by telephone or in writing.

Consequences of Unauthorised Absences:

- If the school denies the request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted in the child's record.
- Such absences teach children the importance of commitment and accountability, key traits in the workplace.
- We will refer you for consideration of a penalty notice.
- Please note that all absences on the last day of term will be marked as unauthorised unless supported by medical evidence. This will count towards the fining process and helps reinforce the importance of adhering to commitments, mirroring professional expectations.

Absence Monitoring

At our school, we closely monitor all absences to help prepare students for the professional world. Early intervention is key to reducing student absences and improving overall attendance. We have a robust attendance monitoring and family support system that works with parents to ensure regular school attendance, providing support before moving to the Fixed Penalty Notice pathway required by the Department for Education and the Local Authority.

Our Attendance Monitoring System includes five phases of intervention:

Monitoring	Level of Absence	Intervention
Phase 1	We will monitor your attendance if you start missing days. <ul style="list-style-type: none"> Initial absence concern identified Repeat absence Sporadic absences Pattern identified 	1. Attendance Monitoring
Phase 2	We will have a meeting with you if absences continue during monitoring period.	1. Attendance Manager Meeting 2. Informal Attendance Support Plan
Phase 3	Further unauthorized absences, not engaging with support in place.	1. Head of Year Meeting 2. Formal Attendance Support Plan 2 3. Notice to Improve Letter.
Phase 4	Concerns regarding their child arriving late to school (after registers close 9.30am)	1. Assistant Principal 2. Formal Attendance Support Plan
Phase 5	<ul style="list-style-type: none"> Support not engaged with Further unauthorised absences No improvement in attendance following notice to improve. 	1. Formal Attendance Panel with Principal 2. Statutory Intervention

By following these phases, we aim to instil a sense of discipline and responsibility in students, preparing them for the expectations of the workplace.