

DATE: 3rd March 2020

SUBJECT: ATTENDANCE LAUNCH LETTER

Re: Registered Student at Engineering UTC Northern Lincolnshire

Dear Parent/Carer,

I am writing to inform you that Engineering UTC Northern Lincolnshire is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown regular attendance and good punctuality are crucial factors in students achieving their full potential. Engineering UTC Northern Lincolnshire is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends School every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Engineering UTC Northern Lincolnshire.

The target attendance figure for all students is a minimum of 96% attendance. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their Attendance Group.

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement

- Amber Group

The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement

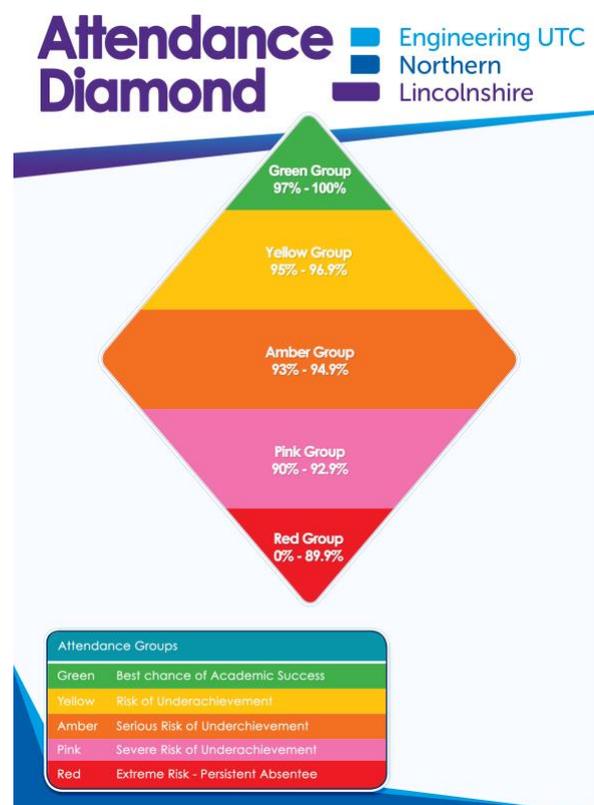
- Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement

- Red Group

The child attends for 0% - 89.9% of the time.



Absence is directly linked to student's chances of achieving English and Math's at grade 4 or above because of the lost learning time leading to knowledge gaps and poor acquisition of new knowledge.

Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve full potential here at Engineering UTC Northern Lincolnshire. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

Ensure your child attends every day, on time, equipped and ready to learn. Tutor time begins at 8.40 am and all students need to be onsite by 8.35am.

Ensure we have up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the School. This ensures that truancy is quickly identified.

If your child is ill, contact the absence line on 01724 878100. Please make sure you telephone the School every day your child is absent.

If you wish to check that your child has arrived at School contact reception. They will inform you if your child has been registered.

If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the School is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record.

Things you can do to support your child's attendance at School:

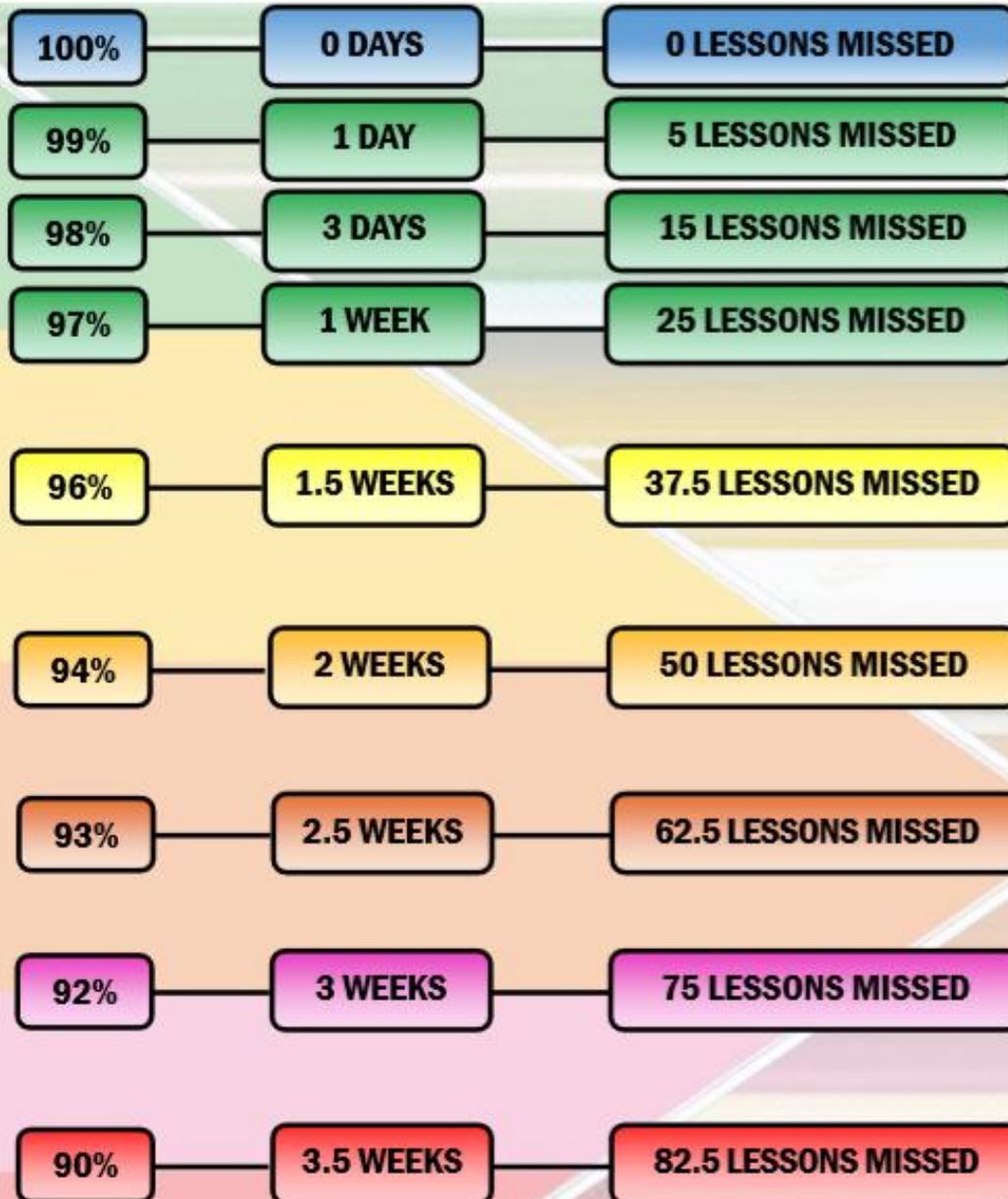
- Ensure that medical appointments are made outside of School time.
- Avoid preventable absences.
- Holidays should not be taken in term time. Holidays will not be authorised during term time.
- Respond to School communication regarding attendance and punctuality.
- Contact your child's Tutor if you are experiencing difficulty in getting your child into School.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Engineering UTC Northern Lincolnshire.

Yours sincerely,

Anesta McCullagh
Acting Principal
Engineering UTC Northern Lincolnshire.

ATTENDANCE MATTERS



**MAXIMISE YOUR POTENTIAL.
ATTEND THE ACADEMY EVERY DAY.**