

14 December 2016

Dear Parent/ Carer

### Attendance and Punctuality

UTC Olympic Legacy Park is committed to take full advantage of the educational opportunities and achievement for all students. For students to gain the best from the time at the UTC Olympic Legacy Park, it is important that they achieve excellent attendance and punctuality i.e. **96% and above**.

With this in mind, with immediate effect uncertified illness of more than two days will no longer be authorised, unless there is an ongoing medical reason for which we already have evidence.

Please see below actions the UTC Olympic Legacy Park will be taking to ensure good attendance for the rest of the academic year:

- If your child is absent, please contact the UTC every day before 8:30am. Attendance: 0114 260 3940. Please note it is the parent's responsibility to contact the UTC and failure to keep the UTC informed of a student's absence could result in an unauthorised absence.
- If your child is absent and they see a medical practitioner, please provide the UTC with evidence on their return e.g. appointment card or prescription packet.
- Illness over two days will not be authorised without medical evidence.
- During the academic year when the student has had three separate illness related absences, any further illness absence will not be authorised without medical evidence being provided.
- If your child has a medical/dental appointment in school time, please ensure that they bring their appointment card / letter to reception for authorisation.
- A Notice to Attend may be issued when a student has unauthorised absences recorded in the register. This includes the 'U' code where students are over 30 minutes late to school, and this has not been agreed prior. Should there be no improvement, a Penalty Notice (fine) may be issued.
- If a parent/ carer removes their child from school during term time for the purpose of a holiday, without authorisation from the Principal, a Penalty Notice will be issued.

The UTC Olympic Legacy Park will work with parents to ensure that the attendance of all our students is the best it can possibly be. We understand that circumstances change, and where possible we will support students to attend school regularly. However, the information above highlights the responsibilities of the parents in ensuring that the UTC can provide an effective education for all.

Your Sincerely

*Mr G Rawson*  
Secondary Leader for Education (SLE  
& Curriculum Director

*Mr L Moore*  
Learning Manager  
Key Stage 5

*Miss C Hayes*  
Learning Manager  
Key Stage 4

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