



# Attendance and Punctuality

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## Punctuality and Attendance Policy

Punctuality and attendance is extremely important at LSA. Firstly, being in and on time to LSA suggests that students are dedicated to the course. Secondly, when students are in attendance and punctual it allows LSA to operate more smoothly as a whole. Lessons, meetings, performances and seminars can start on time and we are able to reach full stride as a collective. When students are late or absent it sends an irresponsible message to their peers which lowers morale. Finally lateness and absence leads to stress and poor performance and ultimately the risk of not completing the course which will have a serious impact on future opportunities.

LSA therefore takes a strong stance on attendance and punctuality as it recognises the impact it has both on the individual and others.

LSA references to prospective employers/universities etc will all include individual attendance and punctuality figures.

### Target

The government has established a minimum target of 96% attendance to be achieved by all students. Students are given an attendance target of 96% they should aim to achieve an attendance and punctuality figure of 96% or greater.

For students whose attendance or punctuality is:

**Greater than 98%** - (Less than 5 days absence) Outstanding attendance will be rewarded with opportunities in line with the Conduct and Behaviour Policy. This includes: work experience, exclusive opportunities to work with our partners, individual rewards and most importantly - the best chance of achieving at the highest level here at LSA.

**Less than 95%** - Tutors will use data provided by the Attendance officer to reiterate that the expectation is 95% or above. Students will be notified of the potential concern. The student will be reviewed within 2 weeks by their form tutor.

**Less than 90%** - students will be monitored and will have **Stage 1 Commitment Meetings** with their **tutors** to set targets to support the improvement of their attendance or punctuality. Any student falling within this category will be classified as persistently absent. Support measures should be considered at this point.

**Less than 85%** - students who have fallen into this range of attendance will have **Stage 2 Commitment Meetings**. This is likely to be with their **Pastoral & Professional Development Lead and/or Head of Department** if the attendance has been affected by truancy to a particular subject area. An analysis of past performances, as well as reasons for the further decline in attendance, will be documented. New targets, potential support and a new review date will be agreed. The students will be automatically added to the Inclusion Team's *Cause for Concern Panel* where interventions and progress can be reviewed weekly.

**Less than 80%** - A letter will be issued and a **Stage 3 Commitment Meeting** will take place, as there is now a major cause for concern. This will be between the student, student's parent/guardian, a **member of SLT** and the **Attendance Manager**. Relevant outside agencies will be involved if necessary. This is the final opportunity for further support to be considered. The student will be reviewed weekly through Inclusion Team Cause for Concern Panel meetings. An ultimate review date will be agreed in the Commitment Meeting, based on the individual's circumstances.

At any stage, where a student is seen to be making no progress against the targets set, their contract at LSA will be reviewed and potentially terminated.

*\*LSA will take a professional decision when to enforce these consequences. For certain students who have agreed authorised long term absences these may not be applied.*

### **Authorising Absence.**

If a student will not be in attendance for any reason then it is essential the Academy is notified in advance.

The academy should be notified at the earliest possible convenience and if they are being notified on the day of the absence, a parent/guardian should call LSA between 8.00am - 9.00am.

All absence must be certified by a **parent/guardian** (email or call same day). Any absence which is longer than one day should be accompanied by a note or email from the parent/guardian or relevant medical professional. Calls or emails from students about their own absence, will not be accepted to authorise an absence.

Failure to abide by this policy will result in being marked as having an unauthorised absence. Unauthorised absences will be treated very seriously and will trigger Commitment Meetings, depending on the frequency.

### **Arriving Late.**

All students who arrive to their morning lesson after 9.30 will be marked as late. Any student who arrives after 10.00am would have been marked as absent. All students who have their first lesson of the day, following an Independent Study period, **must sign into school at reception**. These students will receive their first official mark in their first lesson to receive their AM mark.

The academy should be notified immediately if a student is running late for any reason by calling LSA Reception as soon as possible after 8.00am on 0208 106 8100

There are clear procedures to follow for any student who is either late or absent. These are designed to deal immediately with any issues and therefore minimise the impact of either poor time keeping or persistent/prolonged absence. (See below)

## Attendance and Punctuality Policy

### PROCEDURE for STUDENTS AND PARENT OR GUARDIAN 0208 106 8100

This procedure is designed to support the student to achieve excellent punctuality and attendance as would be expected in any college or workplace. No sanctions are necessary for anyone who attends regularly and on time. We understand that on occasions absence is unavoidable and we can be wholly sympathetic where this is the case and we are informed in advance or promptly. Family/other holidays must not be taken during term time. Any applications for Holiday in term time must be submitted at least 10 days in advance to the Principal. Applications received during or after a student has been taken holiday during term time cannot be considered and the absence will be unauthorised. Parents/Carers must provide supporting evidence of any exceptional circumstances and why the holiday must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the students educational progress could be affected. Where the request for holiday involves travelling abroad parents are asked to produce the return tickets before the holiday is approved.

**WARNING: students who take holidays during term time are at risk of not completing their qualification.**

### **ABSENCE**

- 1) All students must inform their tutor and Reception **in advance of any planned absence** (with a letter, email or phone call from their parent/guardian or Doctor.)
- 2) ALL absences must be verified by the parent, in advance where possible or following absence caused by unforeseen circumstances. A student can call in but the parent will be contacted if no letter or email is provided as a follow up. A parent/guardian phone call need not be followed up with a letter. A letter/appointment card or email from a doctor or medical professional is also acceptable. This written confirmation must go to the tutor.
- 3) You must notify LSA Reception/Attendance preferably by phone or email for every day of absence by 9.00am. A text message is not acceptable. The call or email should go to Reception/Attendance, not to an individual tutor: [attendance@lsa.ac.uk](mailto:attendance@lsa.ac.uk) or [reception@lsa.ac.uk](mailto:reception@lsa.ac.uk)
- 4) Please avoid ambiguity such as, “they should be in tomorrow” or “they might be in later”. Being clear is more helpful. For example - “They are too unwell to attend today”.
- 5) If a student is too unwell to attend, the expectation is that they will be off all day and not arrive mid-morning. Please do not attend if you are too ill to be in class (or infectious.)
- 6) Pre-existing medical conditions such as migraine or issues relating to menstrual cycle which may be recurring must be verified by written evidence in the Health questionnaire which parents will complete at the start of the Academic year. A letter is still required following absence.
- 7) Unauthorised absence is a serious concern. Truancies can lead to a student immediately having a **Stage 1 Commitment meeting** (see [LSA Conduct and Behaviour Policy](#).) Persistent or frequent truancy may result in

the termination of a student's place at LSA. Parents will be notified about truancy by email. **It is important to note that a student's attendance to all lessons determines their attendance rate.**

- 8) All students' attendance will be monitored. There will be a review every half term, unless there is reason to review a student more frequently. (See table below)
- 9) A text message will be sent home automatically if a student is not in college by 10.30am and we have not been notified of the reason. An immediate response from a parent/guardian is then required to verify the student's whereabouts.
- 10) Afternoon registration is during Tutor Briefing. Both morning and afternoon registration are statutory requirements for all schools and colleges to allow them to report on attendance and punctuality. Poor attendance statistics will have a detrimental effect on a college's 'rating' in an OFSTED inspection.
- 11) In the event of a student being absent on the day of an assignment deadline, it is still the expectation that work will be submitted. It is very important that coursework is not left to the last minute.

## LATENESS

- 1) All students will be asked to create a travel plan which allows them to arrive at college on time even if there is a train cancellation/late bus.
- 2) If a student is running late they must Call Reception (or email if necessary) (NOT text another member of staff or send a message via another student) explaining the reason and giving a clear estimated time of arrival.
- 3) Students must **sign the Late Book at Reception on arrival** if they enter the building after 9.25 stating the time of arrival and clearly explaining the reason for lateness ('Trains' is not a sufficient reason).
- 4) Reception staff will make an initial assessment whether lateness is authorised on an individual basis.
- 5) During Tutor Briefing, if questioned, student should explain lateness to their tutor who will have been notified.

## **PUNCTUALITY TO LESSONS**

In addition to morning and afternoon registration, it is very important that students arrive at lessons before their start time. This is as significant and important as morning and afternoon registration. Arriving late to lessons disrupts the learning of others. Students will not be allowed to join a class late if there is no authorised reason for their lateness. If this results in frequently missed lessons, a strong concern about the student's suitability for study at LSA will be raised and **Commitment Meetings** (see below) will take place.

<b>Attendance and/or punctuality</b>	<b>Action</b>	<b>Staff</b>	<b>When</b>
	Tutors, Attendance Manager and Pastoral & Professional Development lead will monitor all student attendance and punctuality.	TUTOR, Attendance Manager, P&P Lead	Daily
Below 90%	Commitment Meeting 1 - Target set; attendance/punctuality plan.	TUTOR	Half termly
Below 85%	Commitment Meeting 2 - Target set; attendance/punctuality plan. <b>F&amp;TV coursework submissions put on hold to ensure that adequate targets are in place.</b>	Attendance Manager/ P&P Lead/Pastoral Manager	Half termly

Below 80%	Commitment Meeting 3 - Target set; attendance/punctuality plan. <b>F&amp;TV coursework submissions put on hold to ensure that adequate targets are in place.</b>	SLT/ Attendance Manager/ Pastoral Manager	Half termly
Persistent poor attendance or punctuality, or failure to respond	Termination of placement	SLT	Half termly following reviews

## Attendance and Punctuality Policy - PROCEDURE - [Attendance Manager](#) 0208 106 8100

This procedure is designed to support the student to achieve excellent punctuality and attendance as would be expected in any college or workplace. No sanctions are necessary for anyone who attends regularly and on time. We understand that on occasions absence is unavoidable and we can be wholly sympathetic where this is the case and we are informed in advance or promptly. Family/other holidays must not be taken during term time.

### ABSENCE

- 1) Manage student Planned Absence on Arbor system, including notification to tutor and P&P Lead.
- 2) Inform Tutors and Class teachers (peri staff/counsellors/others) of any planned student absence.
- 3) Create an ethos which praises students for good attendance and discourages poor attendance
- 4) Make students accountable for communicating their absence
- 5) Take phone calls from 8.00am and update Arbor system
- 6) Make phone calls/notify PARENTS of students not in LSA in am registration (SMS system)
- 7) Create and share Weekly Tutor Attendance and Punctuality reports.
- 8) Make further phone calls at Tutor/LM request to parents to arrange meetings/press for written confirmation etc.
- 9) Send emails to parents based on attendance concerns, in consultation with the rest of the Pastoral team and SLT.
- 10) Update Arbor as necessary

### PUNCTUALITY

- 1) Take phone calls from 9.25am and update Arbor registers if students are to be absent.
- 2) Create an ethos which praises students for good punctuality and discourages poor punctuality
- 3) Make students accountable for communicating lateness
- 4) Make phone calls/notify to ALL parents of students not in LSA in a.m registration, not in by 10.30am.
- 5) Update Arbor as necessary

## Attendance and Punctuality Policy - PROCEDURE - TUTORS

### ABSENCE

- 1) If necessary, supervise creation of Individual Travel Plans for Tutees and review where necessary in **Commitment Meetings**.
- 2) Communicate information about planned absence (must have written evidence) to P&P Development Lead or Attendance Manager. Forward any evidence to the Attendance Manager.
- 3) Register all Tutees on Arbor. Use relevant codes as advised.
- 4) Create an ethos which fosters and praises excellent attendance and discourages poor attendance.
- 5) Collect, log and file letters/emails following absence
- 6) Follow up on all absence with student and Parent if necessary in a timely fashion, if needed to support Attendance Officer
- 7) Monitor weekly attendance figures and set appropriate targets for your Tutor group
- 8) Conduct half termly attendance and punctuality reviews during one to one sessions, for named individuals (Commitment Meetings.)
- 9) Refer persistent offenders to the Pastoral team (P&P Development Lead) through referral system for intervention support.

### LATENESS

- 1) Create an ethos which fosters and praises excellent punctuality and discourages poor punctuality
- 2) Follow up on all lateness with student and Parent if necessary in a timely fashion
- 3) Monitor weekly attendance figures and set appropriate targets for your Tutor group
- 4) Log lates as "incidents" on the Arbor system for form time sessions.
- 5) Respond to incident alerts on Arbor for students in form group: this could be verbal warnings for three or more lates in a week or verbal warnings for truancy.

## Attendance and Punctuality Policy - PROCEDURE - CLASS TEACHERS

### ABSENCE

- 1) Record all absence to lessons on Arbor. Take a register for every class.
- 2) Maintain attendance records for planned after school sessions or interventions
- 3) Inform Head of Department on second occasion of absence of student from your session
- 4) Notice and act upon patterns of attendance of individuals (student X is never there on a Tuesday e.g.)
- 5) Be aware of Peri lessons timings, counselling sessions, toilet breaks. Follow up any issues within 24 hours

### LATENESS

- 1) Record all lateness to lessons. Keep the register open and record L if a student arrive after the start of the session. Otherwise they are recorded as N - absent.
- 2) Maintain punctuality records for planned after school sessions or interventions
- 3) Inform Head of Department on the second occasion of lateness of student from your session and log as "incidents" on Arbor if lates are repetitive, extreme or inexcusable.
- 4) Notice and act upon patterns of punctuality of individuals (e.g. student X is always late on a Tuesday)

### **Attendance and Punctuality Policy - PROCEDURE - SUBJECT LEADERS**

#### **ABSENCE and LATENESS**

In addition to Tutor and Subject Teacher procedure;

- 1) Monitor Department attendance through regular discussions with staff
- 2) Organise Subject Catch Up sessions/ other subject interventions (compulsory for those who have missed lessons)
- 3) Compile subject leader report on attendance and punctuality to lessons/sessions in your subject across all staff. Once per half term.

### **Attendance and Punctuality Policy - PROCEDURE - Pastoral Manager and Pastoral & Professional Development Leads**

#### **ABSENCE and LATENESS**

In addition to Tutor and Subject Teacher procedure

- 1) Deal with attendance and punctuality referrals throughout the Cause for Concern System.
- 2) Facilitate contact with parents if tutors/subject teachers are teaching and therefore unable to follow up promptly. This also includes stage 2 commitment meetings.
- 3) Organise and facilitate the Involvement of external support/counsellor/other as appropriate
- 4) Monitor arrival of all students to class on time. 'Sweep' canteen to avoid lateness to lessons. Where possible check in with class teachers to confirm full attendance and punctuality
- 5) Work with Attendance Manager to generate reports, templates and processes to support Attendance and Punctuality monitoring and processes.

### **Attendance and Punctuality Policy - PROCEDURE - SLT**

#### **ABSENCE and LATENESS**

- 1) One member of SLT in Reception 9.15 - 9.30am
- 2) Deal with attendance and punctuality referrals, escalating to Governor involvement as appropriate.
- 3) Support stage 3 Commitment meetings.



**LSA will continue to ensure that our high academic results and excellent pastoral care are reflected in outstanding levels of attendance and punctuality.**