



Attendance policy

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1. Aims

Leamington LAMP aims to meet its obligations with regards to student attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to education to which they are entitled
- Acting early to address patterns of absence

We will also support parents ensure their children attend LAMP on their timetabled days and will promote and support punctuality in attending lessons.

2. LAMP procedures

2.1 Attendance register

The attendance register will be taken upon arrival by the student at LAMP. Time of entry will be recorded if the student is present. If the student is absent, the reason is written on the register.

Attendance registers will be stored securely for a period of 3 years.

Students should try to arrive at LAMP by 09:30am on each of their timetabled days.

When a student is on CLM, the Education Manager will electronically submit attendance in the morning and the afternoon.

Where a student has a case worker, the Education Manager will email the case worker with absence details.

2.2 Unplanned absence

Parents must notify LAMP on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health. This should be done by 09:30am or as soon as is practically possible. Parents can notify LAMP via telephone or email

2.3 Medical or dental appointments

Parents must notify LAMP in advance if students need to attend medical or dental appointments.

2.4 Following up absence

LAMP will follow up on any absences by 10am on the day of absence to ascertain the reason and ensure proper safeguarding action is taken where necessary.

2.5 Reporting to parents

Students attendance is reported to parents at 6 week reviews, on student reports and at Annual EHCP reviews.

3. Authorised and unauthorised absence

3.1 Granting approval for term-time absence

Parents should notify LAMP in order to seek approval for term-time absence. This can be done by phone or email. LAMP will then contact the student's referrer for clarification as to whether or not the absence can be approved'.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 2.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

4. Attendance monitoring

The Education Manager monitors student absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 2.2). If the absence lasts more than 1 day, parents should phone or email on each day of absence if they have not already notified LAMP of the expected duration of student illness.

If a student's absence goes above 2 consecutive days we will contact the parents and referrers to discuss the reasons for this.

5. Roles and responsibilities

5.1 The directors

The directors are responsible for ensuring this policy is implemented consistently across LAMP.

5.2 Teachers

Teachers are responsible for recording attendance in class on their class registers.

5.3 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system.

6. Monitoring arrangements

This policy will be reviewed yearly by the Senior Leadership Team.

7. Links with other policies

This policy is linked to our child protection and safeguarding policy