

Full name of policy:	<b>Attendance Policy</b>	
Name and post of person responsible:	Elaine Brown, Deputy Head (Pastoral)	
Frequency of review:	Annually	
Date of next formal review:	July 2026	
Notes:	All Policies can be found in the 'Information for Staff' folder on google drive	
Total number of pages: (Including appendices and front sheet)	8	
Comments:	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Student Conduct and Behaviour Policy</li> <li>• Safeguarding and Promoting the Welfare of Children Policy</li> </ul>	
		<b>Date:</b>
Written by Johnny Clark (Deputy Head, Pastoral)		05/07/17
Ratified by Jan Balon (Headteacher)	J Balon	16/8/17
Last reviewed: Elaine Brown (Deputy Head, Pastoral) Wing Li (Attendance Lead)	E Brown	06/07.25
Ratified: Jan Balon (Headteacher)	J Balon	22/08/25

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**The purpose of this policy is:**

- **To promote excellent attendance and punctuality**

It is the responsibility of everyone involved in the **Attendance Policy**.

London Academy of Excellence, Tottenham, (hereafter referred to as LAET) is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected. This policy complies with the 2010 Equality Act.

**This Attendance Policy will be reviewed annually.**

**1 Introduction**

LAET believes that excellent attendance and punctuality maximises students' educational experiences and attainment. Key to succeeding at LAET is to **be on time, all the time, every day**. This is supported by [government evidence](#) about the link between absence and underachievement

Students are required to attend all timetabled lessons, tutorials, detentions and co-curricular activities.

An overall attendance figure may be reported in any reference written by LAET staff and high attendance is vital when applying for work, training or university.

LAET will praise and reward good attendance and punctuality. We accept that some absences are unavoidable and in some circumstances the school will authorise absence but this will still impact the student's overall attendance mark.

Absences will be unauthorised (not agreed upon by the school) unless parents notify LAET in line with this policy and LAET authorises the absence.

If a student or parent / carer has any questions about this policy or procedure for absence, they should consult with the Director of Safeguarding and Attendance Lead Ms Johnson, or the Deputy Headteacher (pastoral) Ms Brown who is the school's Senior Attendance Champion.

LAET communicates the following expectations regarding what constitutes excellent attendance to our students and parent/carers community:

<b>Outstanding attendance</b>	Year to date attendance of 98% or better	98.4% attendance is equivalent to one day missed per term
<b>Good attendance</b>	Year to date attendance between 96%-97.9%	97% attendance is equivalent to 5 days missed across an academic year

<p><b>Concerning attendance</b></p>	<p>Year to date attendance below 95.9%</p>	<p>92% attendance is equivalent to close to one day missed per fortnight</p> <p>90% attendance is equivalent to 20 days missed over a year</p>
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## 2 Registration

There are two registration periods in the school day:

- AM registration is captured in the first lesson of the day, and is entered by teachers. Registers close at 9:10 am. Any students missing after 10:10 will be marked as absent for the morning session. (O code in the AM mark). Parents will be informed of students who have not arrived by this point.

- PM registration is captured in the first lesson of the afternoon session and should be entered within the first ten minutes of the lesson.

All lessons and registration periods are registered using Bromcom.

## 3 Absences which can be foreseen

If the absence can be foreseen, then the student must apply for authorisation **at least two working days** in advance by email to the relevant attendance team ([yr12attendance@laetottenham.ac.uk](mailto:yr12attendance@laetottenham.ac.uk) / [yr13attendance@laetottenham.ac.uk](mailto:yr13attendance@laetottenham.ac.uk)). Absence taken for foreseeable reasons will not be authorised retrospectively.

All subject teachers should also approve absences for independent visits such as university open days or interviews for that day. Students should collect a form from reception, complete it along with the relevant teachers and parents/carers, and submit it to their Deputy Head of Year **at least two working days** in advance of the absence.

If a student's Head of Year rejects a request for absence, the student will be informed and will be expected to attend school. Failure to do so will be treated as an unauthorised absence and will trigger an L2 detention.

The following are examples of reasons which would normally be approved, unless concerning patterns emerge:

- A medical appointment which cannot be arranged outside school hours. (Students should endeavour to make appointments outside of their school day wherever possible).
- To look after a family member or another person for whom the student has caring responsibilities – however this does not cover babysitting younger siblings except in exceptional circumstances.
- A religious holiday in line with the student's faith (no more than 3 days may be taken for

this purpose throughout an academic year)

- A visit to a University either to attend an open day (maximum of 3 days to be approved in a year) or for an interview (subject to good prior attendance)
- A career related interview
- Attendance at the funeral of a close friend or immediate family
- Severe disruption to a student's mode of transport where there is no practical way of getting to school
- A driving test
- Court attendance
- Family bereavement
- Wedding of an immediate family member
- Visits approved by the school
- Approved study leave

These are general guidelines, and LAET will take account the reasonableness of any case, the number of absences taken by any one individual and repetitions of the same reason.

The following reasons for absence would **not** be acceptable:

- Holiday taken during term-time
- Social events during term-time
- Part or full time work which is not part of the student's programme of study
- Student union or political activities
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons
- Late arrival to lessons/tutorials
- Opticians' Appointments
- Missing lessons to complete coursework / homework
- Taking unapproved exam study leave
- Private tuition

This list is not intended to be exhaustive.

#### **4 Absences which cannot be foreseen in advance**

Where the reason for absence could not reasonably have been foreseen, the school will consider whether the absence should be authorised. An absence which could not have been notified in advance should be notified to the school on the day in question; unless, exceptionally, there is a good reason why this could not be done. Absences should be notified by parents/ carers by email to the attendance team at [yr12attendance@laetottenham.ac.uk](mailto:yr12attendance@laetottenham.ac.uk) / [yr13attendance@laetottenham.ac.uk](mailto:yr13attendance@laetottenham.ac.uk) before 9:00 am. If it is not possible to email, please call in before 8.30am on 020 8352 6020. Students cannot approve their absence. If absence is due to illness, details of the nature of the complaint and an estimate of the time of absence should be given. Wherever possible, medical evidence is encouraged so records can be kept up to date and students can be supported, especially in cases where illness becomes more frequent.

Students with a high temperature and a respiratory illness should avoid attending school until their temperature has subsided and feel well enough to return.

The following are examples of reasons for absence which would tend to be acceptable, provided that the school has been notified by a parent as early as possible on the day on the day:

- An emergency involving a family member or another person for whom the student has caring responsibilities. Details must be provided to the school. However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence.
- Family bereavement.
- Transport problems, where these were **not** known about in advance, and where there is no alternative means to hand.
- Sickness Absence – (self certified by parents/carers by email or over the phone) may be authorised. However, the school is entitled to reject self-certification if LAET has reason to doubt its validity. Any emerging pattern of non-attendance due to sickness without evidence of underlying medical conditions would be unacceptable. Where students are absent for a period of more than 3 days or attendance has fallen below 95% medical evidence may be requested. All absences beyond 5 days, must be supported with medical evidence to be authorised.

#### **5 Response to absence and lateness**

##### Lateness

Students should arrive on time to all lessons, especially at the start of day, after break and after lunch. If a student is marked late to a lesson they will be politely challenged on their lateness at an appropriate moment and will automatically receive a negative behaviour point. This should be followed up with a callback to discuss the reasons for lateness and reinforce expectations around punctuality. In the case that a student is attending a lesson late due to authorised circumstances, such as returning from a medical appointment or seeing the school counsellor, the

teacher will inform the Deputy Head of Year (DHOY) so that the absence may be authorised.

Any student that arrives at school after 8:55 am without contacting the school will receive a late detention during their morning break, overseen by the DHOY for that year group. Contacting the school does not mean lateness will be excused, however it is an expected courtesy.

Students who record two instances of lateness within one week at the start of the school day, may be required to attend early morning registration for the entire following week. This entails arriving at school at an earlier time than usual. This measure aims to break the cycle of poor punctuality and help students improve their habits. Failure to complete early morning registration will result in an L1 detention. Persistent lateness will also lead to the implementation of our pastoral stage system and communication with parents, as outlined in our behaviour policy.

If a student is late twice or more during a week, sanctions will be escalated to an L1/L2 detention and persistent lateness will be responded to through the pastoral stage system, including communication with parents as outlined in our behaviour policy.

Some students in Year 13 will be given the privilege of leaving school before the end of the day if they have no further lessons. In this situation, they will need to sign out with the member of staff supervising the study space to ensure their attendance is recorded accurately. Any student who falls behind academically or presents behavioural and/or attendance concerns may lose this privilege.

### Attendance

In the case of unreported absence or unauthorised absence, the student will be followed up through the school's disciplinary system. All communications and sanctions will be logged and tracked using the MIS (Bromcom\_).

### **6 Absence from a lesson**

If a student is not present in a lesson or study space they will be marked as N by the teacher on the MIS. If their absence is unexpected and they have been present earlier in the day, the staff member should email '[Oncall@laetottenham.ac.uk](mailto:Oncall@laetottenham.ac.uk)' to alert senior staff and the pastoral team. If unresolved, the DHOY will investigate this absence. If a student does not have a valid reason for not attending the lesson this is considered truancy and triggers a Level 2 detention. In the case that the student has a legitimate reason for not being in the lesson they must provide evidence of this.

### **7 Unreported absence of a day**

If a student has not attended school or contacted the school before 9:00 am, they will be marked as N for every lesson in the day, until the school finds out more information to authorise the absence, or decide not to.

Before 12pm the school will contact parents/ carers of all students who have an unreported absence via an automated email. The pastoral team will also attempt to contact the student or parent/carer on all known phone numbers.

In the case that a student on the child protection register has an unreported absence, the Attendance Lead will immediately let the safeguarding team know immediately after registration, who will inform the student's allocated social worker.

## **8 Unauthorised absence**

If a student requests authorisation for absence but is denied and chooses to be absent, this may result in a Level 2 detention.

**On the third day of continued unexplained absence for any student, LAET staff may undertake a home visit to carry out a physical/welfare check on the student's whereabouts.**

**If the student cannot be found and no family member can be contacted the school will report that student as missing to the police and social services.**

## **9 Attendance reporting**

Attendance is reported termly to the Governing Body and is broken down by the following groups to identify and respond to trends:

- Year-group
- Sex
- Ethnicity
- Those students with lower prior attainment
- Disadvantaged groups
- SEN

## **10 Attendance Interventions**

Student attendance will be tracked and monitored every half term, and as a year-to-date figure. The school will communicate with parents/carers where attendance and/or punctuality become a cause for concern. This information feeds into the school's pastoral stage system (as outlined in LAET's Student conduct & Behaviour policy). If a student's attendance falls below school expectations, meetings will be arranged through this system. Discretion will be exercised for known circumstances including medical needs or other exceptional vulnerabilities.

Attendance below 96% may also mean that students are unable to take advantage of external opportunities or trips.

If letters, meetings and suggested actions have not led to an improvement in attendance, parents will be called to a formal meeting with the Deputy Headteacher, Pastoral where alternative education options may be considered.

**In line with our conduct and behaviour policy, students with attendance below 90% may put their place at LAET at risk and/or face withdrawal from public examinations. Students may also lose access to LAET bursaries where attendance/ punctuality become a cause for concern. All decisions will be taken on a case by case basis, considering any extenuating circumstances.**