Full name of policy:	**Attendance Policy**	
Name and post of person responsible:	Elaine Brown, Deputy Head (Pastoral)	
Frequency of review:	Annually	
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Notes:	All Policies can be found in the 'Information for Staff' folder on google drive	
Total number of pages: (Including appendices and front sheet)	10	
Comments:	This policy should be read in conjunction with: ● Student Conduct and Behaviour Policy ● Safeguarding and Promoting the Welfare of Children Policy	
Name (role):	**Signature:**	**Date:**
Written by Johnny Clark (Deputy Head, Pastoral)	J Clark	05/07/2017
Ratified by Jan Balon (Headteacher)	J Balon	16/08/2017
Last reviewed: Michael Smith (Attendance Lead)	M Smith	09/11/2026
Ratified: Jan Balon (Headteacher)	J Balon	09/11/2026

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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 Attendance Lead Mr Smith, 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/carer community:

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

Attendance below expectations	Year to date attendance below 95.9%	95% attendance is equivalent to 8 days missed across an academic year
Concerning attendance	Year to date attendance below 92%	92% attendance is equivalent to close to one day missed per fortnight 90% attendance is equivalent to 20 days missed over a year

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 10:30 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 / yr13attendance@laetottenham.ac.uk). Absence taken for foreseeable reasons will usually not be authorised retrospectively.

If the absence is for a medical appointment, then parents or carers must email in as soon as the appointment is known and may be asked to provide evidence of said appointment, especially where there are attendance concerns.

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.

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 festival day 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 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. In nearly all cases, if more than three consecutive days are taken for leave, excluding work experience or other educational activity, then any day after the third will be logged as unauthorised.

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

● Holiday taken during term-time

● Social events during term-time

● Travel during term-time for religious purposes e.g. pilgrimage

● 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 / 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.

<u>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:</u>

• 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 – (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 3 days or more, medical evidence will be requested. Medical evidence may also be requested in cases where a student's overall attendance is concerningly low

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. 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 are late may receive a late detention to be served at breaktime. Failure to attend this detention will result in an L1. 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 may 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.

Year 13 Privileges/Early Leave

Some students in Year 13 may leave for lunch, or leave school completely at 1:30pm if they have an Independent Study Period during Period 5. This will be subject to their attendance and/or behaviour.

If students miss a day of lessons for any reason, then they will not be able to leave school at 1.30pm for the next week, to make sure they have sufficient space to catch up on their missed learning. Students with overall poor attendance or other concerns (academic or otherwise) may also not be permitted to go home early, though may be allowed to leave for lunch.

Y13 Students with significant behaviour concerns (lateness, Directed Studies or otherwise) will not be permitted to leave early or leave for lunch. This is at the discretion of the HoY. Any Y13 student on the Stage System for behaviour will automatically not be permitted to leave early or leave for lunch

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' 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

- Disadvantaged groups
- SEN

10 Educational Visits, Trips and Work Experience

At LAET, we welcome our students taking advantage of a large range of opportunities outside the classroom, and we know that lots of these will involve missing some lessons. If a student is absent for an educational visit (e.g. Summer School or Open Day), work experience or school trip then, provided this is authorised, this will count as present for headline attendance purposes. For opportunities not directly supervised by the school, students must collect an absence form to be completed by all their teachers for each day of lessons they are to miss.

While supporting the invaluable experiences these opportunities can provide, we know it is essential that students not miss too many lessons over the course of their studies to do so. We encourage students to, wherever possible, organise Open Days, Work Experience and other opportunities during weekends and holidays.

In addition, students will have a maximum of 10 total days across Year 12 and 5 total days across Year 13 for the following authorised activities.

- Work experience
- University Open Days
- University Summer Schools
- Non-compulsory school trips (not including essential whole-department trips)
- Internal careers opportunities
- Other similar opportunities

Due to the amount of lessons that would be missed, students will not be authorised for more than 5 consecutive days for any of these activities.

The school will also track Lesson Attendance for all students, and students may be denied permission for future visits, trips or work experience on a case-by-case basis.

11 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 92% 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.