



## **London Professional Academy (LPA)**

### **ATTENDANCE POLICY**

**Title: Attendance policy**

**Approval date: Sep, 2022**

**Approved by: London professional Academy**

**Review Date: Sep, 2023**

**Reviewed: Sep, 2024**

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**Next Review Date: Sep, 2026**

## **MISSION STATEMENT**

London Professional Academy (LPA) Mission Statement states that 'we share in each other's strengths, support each other in our weaknesses and strive for the highest standards of achievement in all we do.' For this to happen, we must first establish that good attendance and punctuality play an essential part in our students' academic and personal development. It also demonstrates important character traits such as organisation, dedication, motivation and a mature and responsible attitude to study that can be included by LPA in references sent to Higher Education through UCAS, or when providing a reference for employment.

Students should aim for 100% attendance. Research shows that a 4% drop in overall attendance results in the loss of a grade in one subject, and a 10% drop in overall attendance results in your grades dropping by one grade across a whole study programme.

The attendance percentage includes presence and authorised absence. The presence percentage identifies how much time a student has spent in class receiving valuable teaching and support. Therefore, as an academy we are mostly concerned with a student's presence mark and the practical matter of how much time they have spent in the classroom. If presence falls below 97% we consider this a concern to be addressed.

A good attendance and punctuality record requires a successful partnership between students, parents/carers and college which will be explained in this policy.

## **WHAT YOU CAN EXPECT FROM LPA**

### **Attendance monitoring:**

- Student attendance is monitored in the first instance by subject tutors
- LPA will follow up unauthorised absences with students to ensure an accurate record of attendance and presence
- Ongoing concerns regarding attendance will be investigated to determine whether the attendance concern is a result of poor behaviour or a fitness to study issue
- Ultimately any student with ongoing attendance concerns will not be capable of adhering to LPA's core values and therefore will be unable to make progress in their studies
- If a student is absent for a period of 4 weeks without explanation and/or sufficient engagement that demonstrates an intent to continue and complete their studies, they will be withdrawn from LPA.

### **Attendance and assessments:**

- Attendance figures will be displayed on all subject reviews and highlighted at consultation evenings.
- If a student does not attend an internal formal assessment, there will be a 2-week window in which the student can sit the missed assessment.

- If a student misses an external exam, they will be responsible for paying for any subsequent attempts to sit the exam
- Absence without extenuating circumstances will result in a student being marked as absent by the exam board and means having to pay for the next resit opportunity
- Absence with extenuating circumstances must be supported with evidence e.g. note from GP so that special consideration can be explored in the first instance
- If special consideration is an option, an application will be submitted to the exam board and the student pays for any subsequent resit
- If a student misses the external exam for a valid reason as outlined by the exam board, evidence must be provided e.g. note from GP in order to support a special consideration application
- If a student does not have a valid reason for their absence, the student will be marked as absent and lose marks for the missed paper.

## **WHAT WE EXPECT FROM STUDENTS**

### **Lanyards:**

- Students must wear LPA lanyard holding their student I.D to attend
- Students who arrive at LPA without their I.D. can be sent home to get it
- Any lessons missed will be marked as unauthorised.

### **Attendance monitoring:**

- Attendance in all timetabled lessons is compulsory
- Students are responsible for keeping their attendance record accurate
- Students can request an attendance change via email if they identify an error on their record i.e. the student was in the lesson but it has been recorded as an absence
- Attendance marks cannot be changed once a period of 2 weeks has passed.

### **Punctuality:**

- Lateness is disruptive and persistent lateness will result in disciplinary sanctions
- If a student arrives significantly late to a lesson, the teacher can decide whether it's appropriate for them to join the class
- If it is not appropriate, the student will be sent away from the class and is expected to return at the end of the lesson to explain their lateness and collect the work missed
- This will be marked as an unauthorised absence.

### **Signing out of college:**

- If a student becomes unwell during the day and has to leave before their lessons finish, they must sign out of LPA at Student Information
- A registered parent/carer must then contact college to authorise this absence.

### Guided Study:

- If a teacher is absent, they will set guided study online, which is work to be completed in lieu of the lesson
- This work can be completed at LPA or at home so long as working from home doesn't affect attendance at other lessons that day
- Students must complete the work set in order to achieve an attendance mark for this lesson
- If the work is not completed it will be marked as an unauthorised absence.

### Reporting Absence

- Absences can only be authorised by and reported to LPA
- Students cannot self-authorise
- Absences must be reported on a daily basis for safeguarding purposes, unless a period of absence is known in advance
- Attendance marks cannot be changed after a period of two weeks has passed.

### REASONS FOR ABSENCES

Acceptable reasons for absence (authorised absence):	Unacceptable reasons for absence (unauthorised absence):
<ul style="list-style-type: none"><li>• Sickness</li><li>• University open days (3 maximum)</li><li>• University interviews</li><li>• Hospital/ appointments/ illness with evidence</li><li>• Practical driving test</li><li>• Bereavement / funeral</li><li>• Religious holidays</li></ul>	<ul style="list-style-type: none"><li>• Routine medical and dental appointments as they should be booked outside of class times</li><li>• Driving lessons</li><li>• Driving theory tests</li><li>• Holidays taken in term time</li></ul>

### ATTENDANCE RECORD CODES

/	Present	MA	Medical appointment
O	Absent	N	Need not attend
L	Late	T	Teacher-set Task
AA	Authorised absence	RH	Religious holiday
G	Guided study	D	Driving Test
HU	Holiday (unauthorised)	UA	Unauthorised absence
I	Independent study	S	Sickness