

**LSI Independent College**

**Attendance Policy and Procedures**

**2022-2023**

- Students and/or parents/guardians should call in by 8.45am if they are unwell (e-mail communication is permitted)
- Planned absences should be cleared with the Director of Studies in advance
- Holidays (eg, Religious Holidays) outside term-time should be cleared with the Principal
- Subject teachers take a register of students on the hour
- This information is currently recorded manually and entered on to the computer system
- An electronic register of GCSE students is maintained
- Absences are reported to the students' Director of Studies
- Directors of Studies contact students and/or parents/guardians
- Reasons for absence are currently recorded manually
- Repeated absences result in meetings with the students/parents in which strategies to prevent further absences are discussed and implemented
- Repeated absences may result in disciplinary measures (eg, suspension).

Reviewed by Seán Buckley: August 2022

Next Review: August 2023