

# Attendance Policy Summary for LSI Independent College

**Date of policy review: August 2024**

**Next review: August 2025**

**Lead for review: Principal**

## Attendance Policy Summary for LSI Independent College

### Preface

This policy is informed by reports from the Department for Education (DfE), which show that higher absence rates negatively impact academic achievement. Students with full attendance are much more likely to achieve better grades, such as 5+ GCSEs at A\*-C, compared to those who miss a significant portion of lessons. The college's goal is to ensure excellent attendance to help students reach their full potential and meet statutory requirements, particularly for those under a Child Student Visa or Student Visa.

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### Aim

This policy encourages all students to maintain 100% attendance to promote their academic success. It outlines clear responsibilities for staff and students, and procedures for managing absences due to personal circumstances such as illness or bereavement.

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### Statutory Guidelines and Responsibilities

The college complies with UK Visas and Immigration (UKVI) requirements regarding attendance for sponsored students. It is mandatory for sponsored students to maintain satisfactory attendance. Failure to meet these attendance requirements, particularly if a student misses 10 consecutive contact points, will result in the withdrawal of sponsorship, with the college notifying UKVI.

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### Updated Attendance Requirements for Students on a Child CAS

- Students on a Child CAS are required to attend college from 9:00 AM to 4:00 PM, Monday to Friday.
  - The timetable must include a minimum of 30 hours of class time per week, combining classroom instruction and pastoral care.
  - All classes and pastoral care sessions are considered contact points, which must be attended by the student.
  - Submission of assignments will also be counted as contact points, and students must ensure that all assignments are submitted in a timely manner.
  - These attendance points will be reflected in the student's Child CAS documentation, ensuring compliance with visa requirements and supporting their academic progression.
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### Monitoring of Attendance

LSI Independent College takes a proactive approach to monitoring attendance on both a daily and hourly basis. Attendance is recorded at the beginning of each class and is regularly updated in the college's records. This helps ensure that all students meet the attendance requirements, and the college can promptly address any issues of non-attendance or lateness. By keeping a detailed track of attendance, the college is able to provide accurate reporting for UKVI compliance and safeguarding purposes.

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### Student Responsibilities

Students are expected to attend all lessons and sessions listed on their timetable. For anticipated absences, students must seek prior authorisation and provide suitable evidence for missed sessions. The college has clear procedures for reporting sickness and attendance issues that must be followed to have absences considered for authorisation.

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### Staff Responsibilities

College staff are responsible for supporting students in maintaining full attendance. Teachers must complete registers within the first 10 minutes of each lesson and update them if students arrive late. Any issues of lateness or absence must be discussed with students, and appropriate sanctions may be applied. Personal Tutors and Pastoral Directors

are also key in monitoring attendance issues and providing support as needed.

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### **Procedures**

The policy outlines specific procedures for students of different age groups. New staff members receive training during induction on their responsibilities for managing attendance. Further details on attendance reporting and consequences for non-compliance are included in the Student Handbook and Behaviour Policy.

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### **Authorisation of Absences**

Absences may be classified as authorised or unauthorised. Authorised absences include valid reasons such as medical appointments or educational visits. Unauthorised absences refer to those that are not valid. Prolonged unauthorised absences may result in alternative actions such as withdrawal or deferral if a student's ability or intent to continue the course is questioned.

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### **UKVI Compliance and Attendance Monitoring**

The college follows UKVI guidelines, which require close monitoring of attendance as a condition for visa sponsorship. If students on a Child Student Visa or Student Visa miss 10 consecutive contact points without valid reasons, the college will withdraw sponsorship and report this to UKVI.

Refer to LSI Independent College Behaviour policy for the disciplinary levels.

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### **Handling Long-Term Absences**

In exceptional cases, students who miss 10 contact points may be allowed to return to the college if they provide adequate documentation explaining their absences. The continuation of sponsorship will be decided by the Principal based on the circumstances.

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### **Cultural and Faith Considerations**

While the college recognises the diversity of its student body, absences for religious or cultural events that fall during term time are generally not authorised unless in exceptional cases.

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### **Communication with Parents and Guardians**

The college maintains regular communication with parents or guardians regarding attendance. In cases of unauthorised absences or other issues, parents or guardians will be notified immediately in writing. They are encouraged to engage in meetings with the Senior Leadership Team (SLT) if concerns arise, and collaboration between the college and families is crucial to ensuring students' success and compliance with attendance policies.

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### **Conclusion**

The Attendance Policy at LSI Independent College supports students in maintaining strong attendance records, essential for academic success and visa compliance. It provides clear guidelines for both students and staff, ensuring consistency and fairness in managing attendance.

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### **Student Procedures for Reporting Absences**

- 1. Notification in Advance:**  
Students must seek prior authorisation for any planned absences, such as medical appointments or educational visits.
- 2. Evidence Submission:**  
Students are required to provide suitable documentation for any absence, such as medical certificates or letters from guardians.
- 3. Follow the Sickness/Attendance Procedure:**  
Students must adhere to the college's procedure for reporting absences due to illness or other attendance issues.

- 4. Timely Reporting:**  
Students must report absences promptly, as delayed reporting may result in unauthorised absences and potential sanctions.
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#### **Sickness and Attendance Procedure Summary**

- 1. Notification by 08:30:**  
Students must inform the college of their absence by 08:30 via phone or email.
- 2. Provide a Reason:**  
A valid reason must be provided for the absence.
- 3. Authorisation of Absence:**  
Absences will be reviewed and classified as authorised or unauthorised.
- 4. Unauthorised Absence:**  
Unauthorised absences require the student to attend lessons on the same day.
- 5. Repeat Absences:**  
For recurrent absences, the college may require further documentation, such as a doctor's note, to substantiate the claim.