

Policy and Procedure on Attendance

Lufton College

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Approval Date	October 2024
Recent Review Date	June 2026- Next review date June 2028
Version No	7
Policy Level	Lufton College
Staff Groups Affected	All Staff

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1. Monitoring and Review

- 1.1. The proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of College.



Sophia Cursons
Principal
June 2026

2. Terminology

- 2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

College	This is shorthand to describe Lufton College specifically.
Student	Means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Lufton College we have young people and adults attending and/or residing between the ages of 16-25.
Principal	This is the senior person with overall responsibility for the college. At Lufton College this is the Principal who is Sophia Cursons.
Parent, Carer, Guardian	Means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Lufton College this is Ofsted and CQC
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Definitions

Authorised absence

- 3.1. An absence is classified as authorised when a student has been away from college for a legitimate reason and the college has received notification from a parent, carer or residential care team if the student resides on a 38-or-52-week placement within the college. For example, if a student is unwell, religious observance, medical appointments, special occasions (weddings), visit to the next educational placement or living environment, bereavement or exclusion.
- 3.2. Only the college can make an absence authorised. This will be reviewed by the Principal and Assistant Principal on a weekly basis
- 3.3. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a student out of college to go shopping during education hours, this will not meet the authorised absence classification.

Unauthorised absence

- 3.4. An absence is classified as unauthorised when a student is not attending sessions or the college educational day without permission and awareness of the college.
- 3.5. Therefore, the absence is unauthorised if a student is away from the college without good reason, even with the support of a parent. The college keeps accurate attendance records for a minimum period of five years, located on the MIS system Databridge.

4. Legislation

- 4.1. Complies with Part 3, paragraph 17 of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations.

5. Applies to:

- 5.1. The whole college inclusive of activities outside of the normal educational hours; all staff
- 5.2. All staff (teaching and support staff), the proprietor and volunteers working at the college.

6. Availability:

- 6.1. This policy is made available to parents/guardians, carers, staff, students and stakeholders and is located on the college area of the Cambian website.

7. Introduction

- 7.1. We expect all students to attend their timetabled sessions every day, which includes the student taking part in the planned learning for the session in an alternate environment, as long as they are regulated, fit and healthy enough to do so. This is an expectation set not only by the college in line with our Fresh Values, but by the student council who have determined their own rules and charter which includes expectations of attending college sessions and participation in learning.
- 7.2. We do all we can to encourage and support students to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards learning, and the ownership of students' own ambitions and goals through student council, and person-centred tools in the reviewing and setting of objectives and learning plans. To this end, we strive to make the college a happy and rewarding experience for all students by providing environments and educational programmes that are bespoke to their individual needs.

- 7.3. The Senior Leadership team keeps Admission and Attendance records in accordance with the regulatory requirements. For all students, attendance records are kept for each session timetabled throughout the educational calendar. This record includes whether an absence was authorised or unauthorised and specifies the details of the absence. The Principal also ensures that admission records are kept.
- 7.4. The college calendar and term dates can be assessed from the home page of our website. Alternatively, our term dates and calendar of events can be obtained from Lufton College reception. Emergency closures for such things as extreme weather or infection outbreak will also be published on the home page of our website.

The Role of the Parents/Guardians/Carers

- 7.5. Parents/guardians/carers have the legal responsibility of ensuring that individuals of a compulsory school age 5 to 18 receive a suitable education, either by regular attendance or otherwise. Students at Lufton College are between the ages of 16 and 25.

Our Responsibilities

- 7.6. The college expectation is for all students to achieve a high-level attendance and for our attendance monitoring to be effective in identifying and supporting improvements in understanding of punctuality and attendance as well as the behaviours learnt that can be used to thrive in adult life. Identifying how to quantify each students attendance, will depend on their individual circumstances and will be reviewed and determined during termly progress reviews. Reports on attendance are collated weekly, and imputed into the KPI management system for Cambian group so the college and wider organisation can measure and view our attendance data and evidence progress or need for improvement at a local and organisational scale. The weekly Senior Leadership team meetings review attendance percentages to monitor progress and implement actions where required. Termly governance meetings challenge attendance progress and hold the college accountable for the expectation of attendance, behaviours and attitudes alongside the curriculum and learning student of the student
- 7.7. We are required to maintain two registers
- An Admission Register

The Admission Register

- 7.8. This gives particular information about students who are currently registered as attending the college. For the purposes of day to day management, the admission register will be contained within the college database, which is Databridge, although selected information may be stored in other key locations, such as internal drives, and entered into KPI reporting systems. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, which have superseded the regulations of 1995 and the amendments of www.opsi.gov.uk. For each pupil, the admission register will contain:
- Name in full
 - Sex
 - Name and address of every person known to be involved with the students' education, health and care plan one of which is to be a parent of the student (and an indication of the parent or carer with whom the student normally resides)
 - At least one telephone number at which the parent or next of kin can be contacted in an emergency
 - Day, month and year of birth
 - Day, month and year of admission or re-admission to the college
 - Name and address of the school last attended, if any
 - An indication of residential placement/care order or day attendance (external placements)

Attendance Register

7.9. We are required to ensure that the register for all students is recorded at every timetabled session. Any known authorised absence should be communicated by the named Tutor to all education team members supporting sessions on the day, and reason for absence clearly recorded. Each student must be recorded for each session using one of the following categories:

- **Present** - Confirmed attendance for the session. Tutor to document whether they only attended for part of the session by documenting times within the attendance on Databridge. Students should be recorded as present, if they are still competing planned learning at home or in a different location to the timetabled session. This should only be the case in specific circumstances where actions and multi-disciplinary approaches are being used to resolve any barrier to attendance, or where there is a need to amend or change a timetabled location which is being planned and overseen by the Head of Department and Assistant Principal
- **Late** – Confirmed attendance for session however the expectations for punctuality and arriving to the session on time were not met. Tutor to clearly document time of arrival and discussion with student, including any mitigating factors or engagement issues. Where there are known reasons and understanding that the student may not attend at all of the session, late should not be used and evidence of progress of length of attendance should be documented within the progress data recording format on Databridge.
- **Off Site/On site educational activity** – Confirmed attendance at an approved educational activity away from the college site or visual timetabled session (approved by the Assistant Principal), including sporting activities, educational visits or residential trips.
- **Authorised Absence** - Non-attendance confirmed, and circumstance known, and approved to be authorised category for absence falls under specification 3.1. Tutor has responsibility of communicating absence to all other Tutors for the days sessions if absence is for a whole or partial day, or more than one session. Reason must be documented on attendance record on Databridge. Authorised absence should not be used, where students are still partaking in learning in a different environment. Please refer to the description for “Present” for further guidance.
- **Unauthorised absence** – Non-attendance not confirmed with parents or Principal, not pre-known and not informed in advance of the session of any authorised reasons for attendance. This must only be used if the student is not in the session, there is no agreement or known barriers in regards to absence or health issue, and the Tutor is unable to find out information that the absence is authorised. For residential students, contact duty with managers must be made immediately and a designated safeguarding officer contacted for advice if the student is not locatable. For day students, the same applies with contacting parents or the care provider to confirm the safety of the student and to find the reason for the unauthorised absence. This must be recorded on Databridge and also reported to the Principal and Assistant Principal.

7.10. The named session lead is responsible for completing the attendance register for each session by the end of the academic day. Any issues with the logging of attendance (permissions or otherwise), that need to be amended are to be reported to the admin team at the earliest opportunity. Tutors and Heads of Department will be responsible for monitoring attendance in their sessions and curriculum areas and for following up absences in the appropriate way. If a student is absent, the records must say whether or not the absence has been authorised by the college. Parents/guardians/carers cannot authorise absence – it is the college that decided how to classify absences. Authorised absence is where the college has either given approval in advance for a student to be away, or has accepted an explanation offered afterwards as listed within section 3.1. All other absences are treated as unauthorised. All requests for absence must be made in writing to the Principal, giving the college plenty of time to consider the request.

- 7.11. If an individual is absent without explanation, the session lead staff member will contact the parents/duty manager immediately or delegate this to a teaching assistant or educational colleague if the session had other students present. The absence will be treated as unauthorised unless an explanation is offered as satisfactory justification for absence. Under education law, parents/guardians/carers may request absence for students from college for a family holiday. It is the college's decision to determine whether or not they agree to a family holiday during term time and this will only be made by the Principal. Due to the complex and differing nature of our students needs and personal situations, each request will be considered on an individual basis, however, this will take into consideration the college's expectations of student attendance and attitudes towards learning and college life.

Failure to Attend College

- 7.12. If there is a concern about a student's absence, the Tutor will contact the Assistant Principal who will immediately follow up the concern using the appropriate channels. The course of action will depend on the placement of the student, as failure to attend residential students would be reviewed collaboratively, to identify any issue as per section 7.12 below. If a day student fails to regularly attend college, then the parent/carer/guardian is guilty of an offence (Educational Act 1966) if the student is between the ages of 16 and 18. Initially, the college will try to resolve any problems, but in the case of continued absence the Local Authority (LA) will be contacted and it is likely that the Education Welfare Officer or appointed SEN worked will work closely with the parents, student and college to resolve issues and develop strategies to improve attendance. The college is required to inform the LA if a student fails to attend regularly, Independent schools have a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than reasons of sickness or leave of absence), failure to attend regularly.

Absence- Including repeated unauthorised absence.

- 7.13. If the student is absent
- Due to the nature of the service and needs of the students at the college, all sessions are small groups with care staff and teaching assistants supporting majority of students on a 1-1 or 2-1 basis. When a student is absent unexpectedly, the Tutor must contact the duty manager or parent, and raise concern of absence at the earliest opportunity so the college can identify whether there may be a risk to the student, for example if they are missing
 - When the reason is identified, this must be communicated with the student's Tutor and House Manager if a residential student, and logged on the attendance record on Databridge. Follow up action will need to be planned by the Tutor to communicate with the student in the end of day check in, or following morning Tutorial, to find out any potential reasons for non-attendance
 - The Assistant Principal runs weekly attendance reports, which are shared during Heads of Department meetings and weekly attendance meetings with other departments (care and therapies). Students identified as having a pattern of unauthorised absence or late attendance are reviewed and actions determined as to the responsibility to support improvements. Actions are delegated to identified staff members from education, care or clinical teams depending on the reasons detailed in Tutor follow up meeting during Tutorials, and reasons logged on the attendance register.
 - A record of these actions are collaborative and discussed and shared with parents alongside the plan made as to how attendance does not improved and monitored is a trend is identified. This may lead to an MDT meeting if attendance does not improve, including a designated safeguarding officer if there are wider concerns regarding the safety or risk of harm and abuse to the student

Requests for leave of absence

- 7.14. We know that most of our students benefit from repetition in learning, therefore it is important for students attendance to be high and that they are in college during term time so that they can make the most progress possible in preparing them for adult life. The college programme is designed to teach students to leave college understanding expectations to the workplace and life situations in regards to attendance and punctuality. However, we do understand that there are exceptional circumstances under which a parent may legitimately request leave of absence for a student to attend.

Long-term Absence

- 7.15. When students have an illness that means they will not attend college for over five days, the college will do all it can to provide material for the student to complete at home, or virtual sessions and catch ups so that they can keep up with their college work. Any ongoing absences 'lates' or unauthorised absences for holidays are followed up as quickly as possible, in the process described in section 7.12.
- 7.16. Equality and Diversity Policy
- 7.17. Special Educational Needs and Disability Act (SENDA)
- 7.18. Admissions Policy – Lufton Manor and Manor Farm, Lufton White Horse
- 7.19. Inclusion Policy

8. Appendix I – College Attendance Register Codes

Attendance status
Present
Late
Unauthorised absence
Authorised absence
Off-site/On site educational activity: