



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

ATTENDANCE POLICY

ACKNOWLEDGEMENT OF LEGAL REQUIREMENTS

Every parent of every student of compulsory Academy age has a duty to ensure that the students receives efficient full time education suitable to his/her age, ability and aptitude, either by regular attendance at Academy, or otherwise (s.36 of the Education Act 1944). If a student of compulsory Academy age, who is a registered student of a Academy, fails to attend regularly, the parent is guilty of an offence.

AUTHORISED AND UNAUTHORISED ABSENCE

Full time education means attendance for the period described by the Governing body.

The Education (Pupils' Attendance Records) Regulations 1991 (S1 1991 No 1582) introduced a requirement for registers to distinguish between authorised and unauthorised absence. It is the responsibility of the Academy to determine whether a particular absence should be treated as authorised or unauthorised in the light of the particular circumstances of each case.

Categories of absence, which are specifically authorised by s.199 of the Education Act 1993:

- when a student is prevented from attending by sickness or any unavoidable cause;
- on any day exclusively set apart for religious observance by the religious body to which the student's parent belongs;
- when the Academy is not within walking distance (ie 3 miles) from the student's home and the local education authority has failed to provide arrangements for transport.

Absences authorised by the Education (Academics and Further Education) Regulations 1981 (S1 1981 No 1086):

- if the Academy has granted leave of absence for the student to take a holiday during term time. This can only be agreed for a



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

maximum of two weeks unless there are exceptional circumstances.

DFE Circular 11/91, Education (Pupils' Attendance Records) Regulations 1991 suggest other situations in which the Headteacher may exercise discretion to grant leave:

- following the death of a close member of the student's family;
- for study in the period immediately before public examinations;
- when attending a medical or dental appointment.

LORD WILSON ACADEMY

Students who attend Lord Wilson Academy have often been identified as having Academy phobias, lacking routine, poor confidence within social settings, low self-esteem and very little previous academic or social success. As a result students often require more flexible, positive and realistic integration and support packages in order to encourage them to take advantage of academic studies, work related learning packages and social skills development programmes on offer.

In an effort to support students with extreme difficulties including disaffected students the Academy has developed staff with the specific roles of Academy Mentor and Student Support Manager. These roles include working with the young person, their families/guardians and any outside agencies involved to provide flexible supportive individualized packages to meet their needs at that moment in time.

The Academy acknowledges that students are entitled to 25 hours education provision a week. When a student is placed on a personalised education pathway factors which may be considered within the 25 hours include:- life skills, VLE, flexible Academy hours, work experience, social care and Psychologists interventions.

THE ROLE OF TUTORS

Tutors have the most important role to play in monitoring student attendance. They see the students who are members of their tutor group more regularly



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

than any other member of staff. The obvious advantage of this is that tutors get to know these students on a more personal level, they are able to focus on social skills development and mentor/counsel if and when necessary as they are able to recognise when things are not right.

Tutors should, therefore, seek to:

- encourage a positive approach to Academy and involvement in all its activities and opportunities;
- explain the benefits of good attendance for the rest of the student's life and work;
- find out if a student is worried about something and, as a result, reluctant to attend Academy;

- recognise a regular pattern of non-Academy attendance;
- insist that notes are brought after each absence, unless a telephone message has been received;
- liaise with the Student Support Manager so that contact with home is made on the second day of absence if no contact has been made with the Academy.

With S.M.T. and parents/guardians, explore positive education routes which may include academic initiatives and or personalised pathways (Academy vision). The Academy has an Education Welfare Officer attached to the Academy, who will work actively with parents, staff and students to assist in establishing attendance. Internal attendance is monitored on a lesson by lesson database and information can be used to identify patterns and concerns from which strategies maybe adopted to support the student. The Education Welfare Officer is often involved when a young person is referred to the Academy initially and contact is maintained routinely through Contact Visits and Annual Reviews and may be intensified if attendance difficulties arise and their support may be helpful.

The Academy celebrates good attendance eg, by acknowledging those who attain high attendance levels in the annual prize giving ceremony.

Adopted by Governing Body _____



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684
www.lordwilson.org.uk

Review Date:	Reviewed:	Signed:
Review Date:	Reviewed:	Signed: