



Attendance Policy

Primary person responsible for updates to this policy: Compliance Manager

Last review date: July 2025

Next review date: July 2026

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

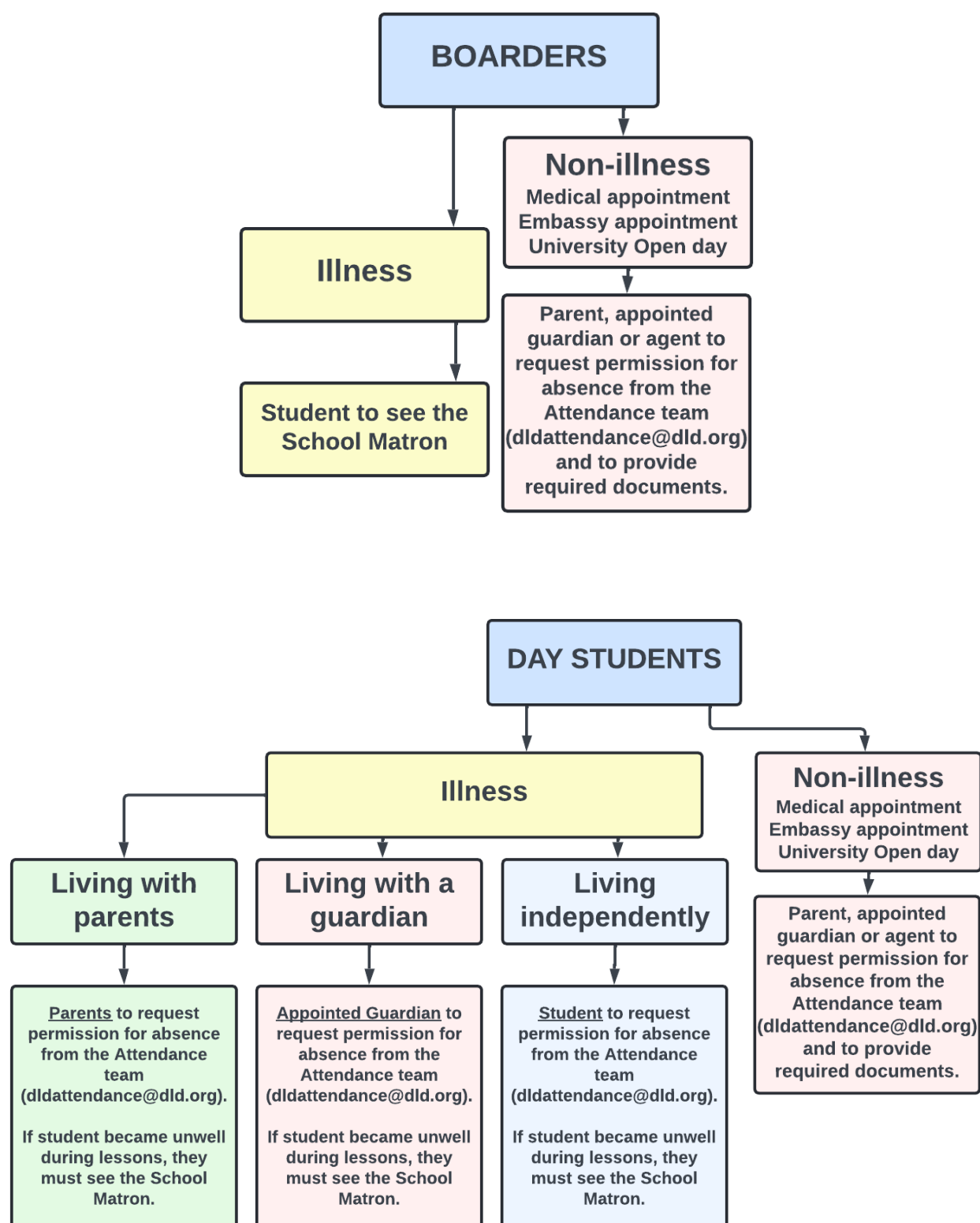
At DLD College we strive for all our students to maximise their individual potential and to prepare themselves for the next stage of their lives.

It is a fundamental duty for the college to strive for high levels of punctuality and attendance. There is a strong correlation between attendance and punctuality and academic achievement, and we expect our students to be achieving 100% attendance whilst at the college. Attendance and punctuality are carefully monitored by **Attendance Officer, Housemasters & Housemistresses (HMs), Tutors, Subject teachers, Houseparents and Compliance Manager**. Students have a right and responsibility to access their education which means attending all classes and scheduled activities. Parents and teachers share the responsibility to ensure that students attend properly and derive maximum benefit from their education; if there are matters affecting this, the College expects transparency and for these to be shared, so that a joint solution can be considered.

Roles & Responsibilities of the College Staff members

Title in the College	Role
Principal	Has overall responsibility for the whole-college attendance. Cases of serious and persistent truancy are ultimately reported to and managed by the Principal in line with the college disciplinary policy.
Vice Principal (Pastoral)	Tracks the strategic attendance information for the students and works closely with the HMs, to ensure that high levels of attendance and punctuality are met and any resulting sanctions are clearly communicated to students and parents.
HMs	Disseminate attendance information to their Tutors and report persistent truancy issues to the Vice Principal (Pastoral). Issue sanctions for poor attendance and review both general student attendance and individual student cases. In cases of poor attendance levels, HMs will issue a Weekly Report card specifically for attendance that must be completed by the relevant student's teachers and reviewed daily. When attendance levels continue to fall further measures can be applied (see the diagram at the end of this document).
Tutors	Meet with students daily at Registration. They communicate attendance levels to the students directly and pass on relevant authorisations received to the Attendance Officer. Tutors discuss with students their attendance and express concerns where appropriate as instructed by the HMs; these include verbal interventions to focus on improving the current levels of the student (please see diagram at the conclusion of this document for further details). In cases of poor attendance levels Tutors will issue a Tutor Weekly Report card specifically for attendance that must be completed by the relevant student's teachers and reviewed daily. When attendance levels continue to fall further measures can be applied (see the diagram at the end of this document).
Subject Teachers	Ensure that manual registration on EduLink/SIMS is complete within the first 10 minutes of the lesson and is accurate for each of their classes, including registering any students who arrive late. Any missing CSA students must be reported to the Behaviour team via email ASAP, as well as when they arrive to the lesson. Any issues with registering students an email should be sent to the Attendance Officer. Any concerns raised by subject teachers regarding students are passed to the student's Tutor or directly to the HM as required. In cases where students are late or are non-attendeers the Subject Teachers are expected to challenge the student's absence and issue a detention if more than two unauthorised absences in a five-day period.
Director of Boarding, Houseparents and School Matron	Boarders' attendance will be managed by the Director of Boarding for boarding evening registrations and activities. The School Matron is the first point of contact for student illness and would be expected to be the person authorising an illness of a boarding student, though on the rare occasion the Houseparents may authorise a boarder's absence due to illness, in the Matron's absence. The College Matron will update the SIMS system to validate the authorised absence ensuring that members of staff are aware, please see section on Illness & Medical absences for further details.
Attendance Officer (dldattendance@dld.org)	Manages the attendance recording system and records authorisation received from relevant people (see the next section). Prepares attendance reports for the relevant members of staff regarding student attendance. Follows up on initial absences, tracks the patterns of absences and lateness. Suggests the interventions and makes sure they've been done. The first point of contact and initial decision maker for all the absence requests.

Relevant person who can request permission for student's absence from lessons



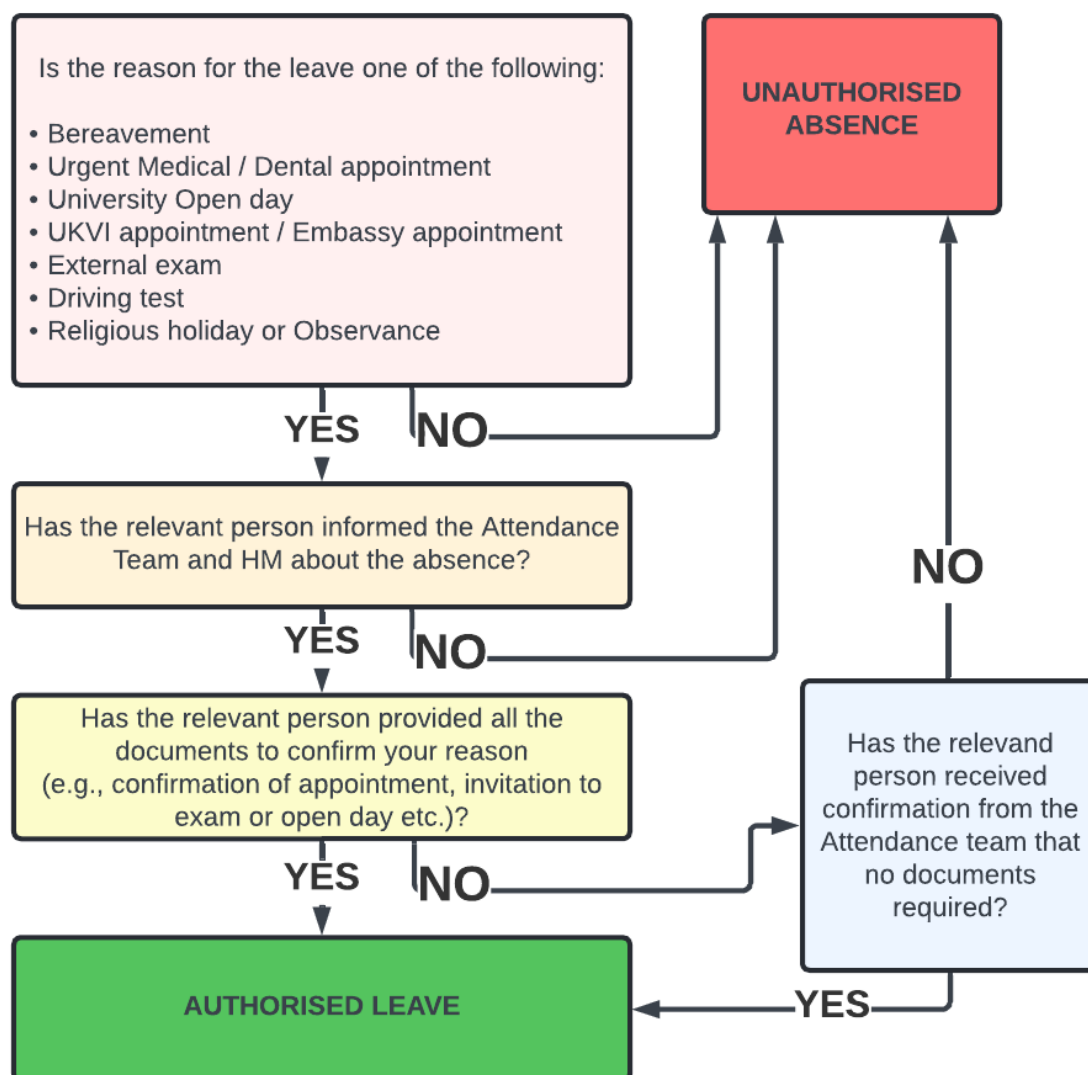
The College will require to receive medical evidence for absence due to illness in the following situations:

- If the level of their absences due to illness reaches 10% of overall attendance
- If the length of absence due to illness is more than 5 working days
- If the medical absences or illness have any patterns (e.g., certain days, parts of day or lessons)

Medical certificates must be written in English to be accepted from the college. The College reserve the right to check the authenticity of the letter.

Authorised and Unauthorised Leave

Students are expected to attend 100% of their lessons and other scheduled activities, such as registration sessions and activities, unless they are deemed to be unwell to attend. We understand there are very rare occasions when this may not be the case – in such cases, prior approval in writing must be sought from the school, although please note that authorised absences are a rare exception, and that missing school inevitably has consequences for both the student and their parents.



Early leaves and Late returns

No students should leave early or return late unless prior authorisation has been sought by the Principal / Vice Principal. Any early leave / late return will be sanctioned in line with the Attendance Policy. Any early leaves at the end of the academic year will be followed up with the request to sign the Attendance agreement for the next academic year.

Sponsored Students

Students sponsored by DLD College's visa are responsible for meeting the requirements of their visa including adhering to the college attendance policy. The college is responsible for accurately recording and reporting absence to the Home Office and students failing to meet the attendance requirements may be withdrawn from the college and their visa sponsorship withdrawn.

Punctuality

Punctuality is recorded alongside attendance. Sanctions will be imposed on those students who are persistently late to lessons, in line with the behaviour policy. If a student arrives more than thirty minutes late into a single period they will be classified as absent from that lesson.

For the boarding students:

- If a boarder is missing from lessons, and the boarding team must chase them three times within a week – **an evening gating** will be issued by the HPs
- Repeated instances of lateness will be referred to the student's HP and HM accordingly

Attendance codes

/	Present (AM)
\	Present (PM)
B	Attending any other Approved Educational Activity
C	Other authorised circumstances
C1	Leave of absence – regulated performance or regulated employment abroad
C2	Leave of absence – part-time timetable
D	Dual registration
E	Suspended or excluded without alternative provision
G	Family Holiday (not agreed)
I	Illness
J1	Leave of absence – interview for employment or admission to another educational institution
K	Attending alternative provision arranged by the local authorities
L	Late (before registers closed)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend – lack of access arrangements
R	Religious observance
S	Study leave for public examination
T	Travelling with parents for occupational purposes
U	Late (after registration closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Not required to attend – for students of non-compulsory school age
Y1	Unable to attend – normal transport not available
Y2	Unable to attend – widespread travel disruption
Y3	Unable to attend – part of school premises being closed
Y4	Unable to attend – whole school site being unexpectedly closed
Y5	Unable to attend – student is in criminal justice detention
Y6	Unable to attend – public health guidance or law not to attend
Y7	Unable to attend – unavoidable other than Y1-Y6
7	Illness due to Covid 19
8	Self-isolating due to Covid 19
9	Shielding due to Covid 19
-	All should attend / No mark recorded

Sanctions for non-attendance

Cumulative Attendance Levels

Attendance level	% of overall*	Actions
Level 1 Warning	92 % of overall*	Tutor verbal warning. Student spoken to by tutor, explaining issue & importance of punctuality, and placed on a detention. Recorded on EduLink.
	5 % lateness	Follow up meeting – two weeks after the Level 1 Warning was issued. In case of no improvement Level 1 Warning must be re-issued with the same actions to be taken.
Level 2 Warning	88 % of overall*	Housemaster/mistress (HM) warning. Student spoken to by HM, explaining issue & importance of punctuality, and placed on a weekly report with the HM. Recorded on EduLink and communicated home (referring to time and date of first warning on EduLink).
	10 % lateness	Follow up meeting – two weeks after the Level 2 Warning was issued. In case of no improvement Level 2 Warning must be re-issued with the same actions to be taken.
Once a student is at or below 88% attendance, all sickness-related absences will require medical evidence, to be shared with the Attendance Officer. Boarders may be asked to surrender their room key during the day		
Level 3 Warning	84 % of overall*	Assistant Principal (Pastoral) (AP) warning. Student spoken to by AP (P) and Compliance Manager, explaining issue and importance of punctuality, and intervention to help improvement, which may include actions such as being placed on a weekly report with the AP (P), having lessons in supervised study. Recorded on EduLink and communicated home.
	15 % lateness	Follow up meeting – two weeks after the Level 3 Warning was issued. In case of no improvement Level 3 Warning must be re-issued with the same actions to be taken.
Level 4 Warning	80 % of overall*	Vice Principal (Pastoral) (VP) warning. Student spoken to by VP (P), AP (P) and Compliance Manager, explaining issue and importance of punctuality, and intervention to help improvement, which may include actions such as being placed on weekly report with the VP (P), having lessons in supervised study. Recorded on EduLink and communicated home
	20 % lateness	
If no improvement, Principal and VP (P) to decide on student's future at College, through meeting with parents		

*Figures to include authorised absences and AEA

Those students with high levels of authorised absence are also monitored and may be subjected to expectations such as being required to provide medical proof, where the authorised absences are all due to medical issues.

Records of intervention are addressed to the student but shared with parents/guardian.

Attendance Tracking

Student Group	Tracking process
CSA (Day Students)	Attendance officer generates list at 9.00am, 11.45am, 2.00pm and 4.00pm. Attendance alert sent to parents and follow up calls by Attendance Officer, Assistant Principal (Pastoral) and Vice Principal (Pastoral)
Boarders (All)	Attendance officer generates list at 9.00am, 11.30am, 2.00pm and 4.00pm. Houseparents follow up on missing students and attendance alert sent to parents at 4.00pm by Attendance Officer
Independent Livers and students who live with guardians	Attendance officer generates list at 9.00am, 11.45am, 2.00pm and 4.00pm. Compliance manager and Assistant Principal (Academic) follow up on missing students. Attendance alert sent to parents at 4.00pm
Domestic and International students living with parents	Attendance officer generates list at 9.00am, 11.45am, 2.00pm and 4.00pm. Attendance alert sent to parents and follow up calls by Attendance Officer, Assistant Principal (Pastoral) and Vice Principal (Pastoral)

Statement of Intent

In order to improve levels of attendance and punctuality the college will employ key strategies:

- Address non-attendance early by contacting parents.
- Analyse data on punctuality and attendance supplied by the Attendance Officer through the HM, directing tutors to intervene with their tutees where necessary.
- When prolonged absence is recorded contact will be made by the HM and issues relating to attendance will be reported to the Vice Principal (Pastoral).
- Have clear strategies to address levels of attendance below 92%.
- Fulfil reporting duties as required by the Home Office for any sponsored students.
- Impose sanctions for persistent lateness and non-attendance. We would expect the support of parents and guardians in this, to ensure the best outcome for their child

This policy is made available to staff, parents, and students on the online dashboard and in induction packs and programmes.

Child Missing from education Policy

Children at particular risk of missing education

- A child of statutory school age (5-16) not on roll at a registered school
- A child allocated a place at school who has not attended
- A child registered as being educated at home but not receiving an appropriate education
- Children have a higher risk of becoming CME when they move across Local Authority boundaries, and certain life events make some children more vulnerable to missing education such as, but not limited to:
 - Children of homeless families, living in temporary accommodation, multiple occupancy or bed and breakfast accommodation
 - Families fleeing domestic violence
 - Children subject to a Child Protection Plan
 - Children of Gypsy / Roma / Traveller background
 - Children from highly mobile families e.g. asylum seekers, or economic migrants
 - Young people in the criminal justice system
 - Children with long-term medical or emotional health problems
 - Children in private fostering arrangements
 - School aged parents
 - Children of parents with learning difficulties or a mental health diagnosis

The School's Responsibilities

The DfE 'S CME Legal Framework states in Point 16 for both cohort and in year: "Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity". Once a start date has been agreed the child must be added to the school's register. In the event a child does not arrive on the start date, school is to make reasonable attempts to contact the parent via telephone, email and letter and if after several attempts, contact is unsuccessful, the school will contact Lambeth Council for advice.

If a parent informs a school that they do not wish their child to come to that school, the school will email Lambeth Council for advice. If school is informed that the child will no longer be attending the school, the school will update Lambeth, indicating the date the pupil was removed and the reason for removal, ideally with information on the new school, to enable Lambeth to establish a family's whereabouts.

Referring a child who is CME

In the event of the school being made aware that a child is not registered or attending a school, they will inform Lambeth Council, so that they can process all referrals to establish the situation.