Attendance policy 2025 - 2026

Approved by: Pip Burley	Date: 16/02/2026
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1. Aims

LAMP Learning are committed to supporting student attendance by:

> Promoting good attendance and reducing absence, including persistent absence

> Ensuring every student has access to the education to which they are entitled

> Acting early to address patterns of absence

> Supporting parents, where necessary, to support their child to attend both regularly and punctually in line with their SEND.

> Providing a setting that is in line with section F of each student's EHCP.

2. Roles and responsibilities

The directors and head of centre

The directors and head of centre are responsible for:

> Implementation of this policy at LAMP Learning

> Monitoring school-level absence data on a termly basis

> Supporting staff with monitoring the attendance of individual students

The Safeguarding Team

> Monitors student attendance data putting in relevant welfare support and/or intervention in place where required

> Reports concerns about attendance to the SLT

> Works closely with parents/carers when attendance issues arise.

> Works with other agencies in health or social care where appropriate to support student's attendance

Teaching staff

Teaching staff are responsible for recording attendance in each of their classes on a daily basis via LAMP's MIS system - Compass.

Admin staff

LAMP admin staff are expected to take calls from parents about absence and record it appropriately via Compass and CLM or direct email (in the case of Pre '16 students)

3. Recording attendance

Attendance register

LAMP keeps an online attendance register for all students on the MIS (called Compass).

Attendance data is captured 4 times a day (where a student attends for a full day)

Attendance is recorded using DfE attendance codes.

Where necessary, due to student's SEND, attendance times are flexible and reflect the personalised learning programmes that the students are attending.

Unplanned absence

The student's parent/carer must notify LAMP on the first day of an unplanned absence by 9am or as soon as practically possible.

You can notify LAMP to report an absence via phone, email or text

We will mark absence due to illness as authorised unless the LAMP had a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the LAMP may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If LAMP is not satisfied about the authenticity of the evidence or reason provided, the absence will be recorded as unauthorised and parents/carers notified.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies LAMP in advance of the appointment.

You can notify LAMP via telephone, email or text.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. However, we are mindful of the need to pick an appointment time which is suited to a student's SEND.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences LAMP can authorise.

Lateness and punctuality

A student who arrives late will be marked as such on Compass
If LAMP feel there are issues with punctuality these will be raised with parents/carers by the safeguarding team

Following up absence

Where any child we expect to attend LAMP does not attend, or stops attending, LAMP will:

❯ Follow up on their absence with their parent/carer to ascertain the reason, by;

❯ 10am for am1

❯ 11:15 for am2

❯ 13:15 for pm1

❯ 14:30 for pm2

Follow ups will be done by telephone first and then by email by the times stated above

❯ Ensure proper safeguarding action is taken where necessary

❯ Identify whether the absence is approved or not

❯ Identify the correct attendance code to use

Reporting to parents

Individual attendance rates are recorded on student reports which are produced at Annual Review and in end of term reports

Approval for term-time absence

The directors and head of centre will generally grant a leave of absence to students during term time. They are mindful that some students need to access holidays out of term time when it is quieter.

LAMP considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Reducing persistent absence

LAMP are committed to supporting parents/carers with their children's attendance. If there are persistent issues with attendance, LAMP's safeguarding team will meet with parents to discuss these and put a plan in place to support students back into full attendance again.

More with regards to following up on children missing in education can be found in LAMP's safeguarding policy

LAMP will use attendance data to track the attendance of individual students, groups of children, identify those children who may be in need of intervention and support

4.Strategies for promoting attendance

Unlike mainstream schools, students attend LAMP because they want to and because LAMP is a specialist provider for students with high anxiety and or ASD.

The following approaches are used to promote good attendance;

- Taster sessions ahead of starting

- Individualised timetable

- Phased entry to the provision

- Timetabling based around specific need e.g. morning/afternoon

- Heavy involvement of parents and other support e.g. social care, referrers

- Engaging students in subjects of interest

- Student centred provision

- Small setting, low arousal atmosphere

5. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly. At every review, the policy will be approved by the directors.

6. Links with other policies

This policy links to the following policies:

> Child protection and safeguarding policy
> Behaviour policy
> SEND policy