

LYCEE INTERNATIONAL WINSTON CHURCHILL
(the "School")
Policy #14: Attendance & Absences

Reviewed in:

- January 2026
- Next review planned for August 2026
- Lead: Director of Students Experience

MISSION

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are Excellence, Creativity, Integrity, Awareness, Respect, Community and Global Citizenship. In support of these aims and values, the School is committed to promoting excellent attendance and punctuality, recognising their central role in students' wellbeing, safeguarding and academic success.

INTRODUCTION

Regular school attendance is essential to students' educational progress and attainment, personal, emotional and social development. Additionally, regular or persistent absence can be indicative of safeguarding and wellbeing concerns. Monitoring attendance is also one of the ways in which the School fulfils its safeguarding responsibilities and achieve the following aims:

- To maintain a school culture that promotes good attendance and punctuality
- Enable all students to fully participate in and contribute to school life
- To encourage parents to actively promote attendance and punctuality
- To respond proactively and proportionately to non-attendance or lateness
- To safeguard our students and support academic attainment and wellbeing

Parents should familiarise themselves with this policy, and work collaboratively with the School to promote and reinforce the standards of attendance and punctuality which enables all students to get the most out of their education.

KEY CONTACT

The senior leader with key operational responsibility for attendance at the school (Senior Attendance Champion) is Mr Jean-Baptiste Gamain, Director of Student Experience. They can be contacted at headofpastoral@lyceeinternational.london.

1. INCENTIVISING AND PROMOTING GOOD ATTENDANCE

The School set high expectations for the attendance and punctuality of all students. To promote this we do the following:

- Communicate expectations to parents and students
- Provide a safe, welcoming and stimulating learning environment

- Encourage information sharing, disclosure and help seeking
- Take a whole-school, holistic and collaborative approach
- Use data to proactively identify concerns to facilitate early intervention

The School prioritises positive reinforcement and a culture of attendance rather than punitive measures. Incentives include:

- Recognition certificates for excellent or improved attendance
- Public recognition in assemblies or newsletters
- Celebration of improved attendance, not only perfect attendance

This approach helps to ensure that students with personal, wellbeing, special educational or medical needs are not unfairly penalised and improvement and consistency are valued.

2. STUDENT REGISTRATION

The Head of School is responsible for maintaining: an admission register (school roll), containing the names of all students registered at the School; and an attendance register, recorded via Pronote. Registers are a legal document, and care must be taken by all staff to ensure they are marked accurately and in accordance with the regulations. Students are expected to be present, ready to work at the scheduled start time. Attendance is taken:

- Within the first 10 minutes of every lesson, including assemblies
- At least twice daily (morning and afternoon sessions)
- Prior to leaving for a school trip or event
- At the start of each day during residential trips (excluding exchanges)

For each student, the School records whether they are:

- Present
- Late
- Engaged in an approved education activity on or off-site
- Absent (authorised or unauthorised)

All absences and lateness, regardless of cause, are recorded in the attendance register and logged in the student's file and on report cards.

4. EXPECTATIONS OF STUDENTS

The school expects that all students:

- Present their current student ID card at the School gate (secondary only)
- Attend in person or online classes regularly, punctually and ready to learn
- Arrive appropriately dressed (dress code)
- Arrive prepared with required equipment (eg. ipad charged, internet connection)
- Speak to parents and/or guardians if they feel unable to attend e.g. unwell
- If late, report immediately to Vie Scolaire and provide an explanation
- To remain at school until completion of all required classes and activities
- Must only leave the school premises with prior approval
- Inform staff of any issues which might affect their attendance, for example:

- *Vie Scolaire*
 - Head of Year
 - Class team leader (CTL)
 - Wellbeing Services
 - Designated or Deputy Safeguarding Lead
- Engage with support to improve attendance and punctuality if relevant

3. RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians have the primary legal responsibility for ensuring that children of compulsory school age receive a suitable full-time education. Under English law, parents found guilty of school attendance offences may be subject to a fixed penalty notice issued by the Local Authority.

Parents are expected to:

- Present their current parent ID card at the School gate (primary only)
- Ensure their child attends school each day except in rare, permitted instances
- Ensure that their child is punctual and arrives prior to the start of lessons
- Inform the school if their child is running unavoidably late
- Ensure that their children are dressed appropriately (dress code)
- Remain up to date regarding attendance requirements of VISAs where applicable
- Arrange medical appointments outside of school hours where possible
- Arrange holidays outside of term time only
- Submit requests for authorised leave of absence at the earliest opportunity
- Inform the school of any problem which might affect attendance or punctuality.

Longer term concerns should be reported to the following as appropriate:

Safeguarding: safeguarding@lyceeinternational.london

Wellbeing Services: learningsupport@lyceeinternational.london

- Respond urgently to email notifications of unauthorised absences
- Cooperate with the school to improve attendance and punctuality if relevant
- For pupils sponsored by the School under the Student or Child Student visa routes, communicate any travel arrangements to the School at least two weeks before any School holiday period or other absence, by completing the School's Travel Arrangement Form with exact travel and accommodation details

Where there is a valid, unanticipated requirement for absence, parents must:

- Email an explanation each day by 8.30am, to viesco@lyceeinternational.london

Where there is a valid, anticipated requirement for absence, parents must:

- Complete the Authorised Absence Request form at the earliest opportunity

4. WHAT PARENTS, GUARDIANS AND STUDENTS CAN EXPECT OF THE SCHOOL

The school will provide the following in order to promote, encourage and address any concerns relating to attendance and punctuality:

- A school culture that promotes good attendance
- Efficient and accurate recording and monitoring of attendance
- Regular communication with parents regarding attendance, e.g. through reports
- Same day contact with parents when absence is unauthorised

- Same day notification of any risk to a Student's Child Student or Student VISA if sponsored:
 - Following 5 missed expected contact points without permission; and
 - Following 10 missed expected contact points without permission.

Note: For immigration purposes, an expected contact point is defined as any formal academic or pastoral care activity. This could for example include: a lesson, tutorial, test, examination, a meeting with any staff member, a submission deadline or registration as part of the School's enrolment procedure. Timely contact following persistent absence or concerning attendance patterns

- A sensitive and supportive approach that considers individual circumstances
- A collaborative approach and support to improve attendance where relevant
- Liaison with local authorities and external services to resolve issues

5. Staff responsibilities

Governors:

- Maintain an overview of attendance through termly reports
- Regularly monitor, review and challenge attendance data
- Review and support school interventions

Head:

- Has overall responsibility for attendance
- Authorises exceptional leave of absence
- Reports to the Governors on attendance, policies and processes

Senior Attendance Champion

Is the nominated senior leader with key operational responsibility for attendance:

- Ensures a whole school approach and culture that promotes attendance
- Reviews attendance data on a weekly basis.
- Monitors and analyses attendance data against national metrics on a termly basis
- Prepares attendance data for SLT and Governors.
- Develops, maintains and reviews effective systems to monitor attendance
- Maintains and reviews this policy and relevant processes
- Supports intervention and encourages improved attendance and punctuality
- Provides guidance to staff regarding attendance and punctuality concerns
- Escalates concerns to the DSL, Heads of Primary/Secondary, and relevant teams
- Responsible for informing the UKVI Authorising Officer (AO), Key Contact (KC), and Level 1 User (L1U) if those on child student or student VISA miss 10 contact points without authorisation.
- Liaises with HoYs to keep them appropriately informed of any concerns

Head of Primary:

- Promotes good attendance and punctuality across the Primary school
- Monitors attendance data at Primary school level on a daily basis
- Analyses attendance data at Primary school level on a weekly basis
- Ensures staff adhere to the policy and complete registers accurately
- In liaison with colleagues, discusses mid level to severe absences with parents
- Supports intervention and encourages improved attendance and punctuality

- Logs any concerns affecting attendance and actions taken on CPOMS
- Liaises with teachers to keep them appropriately informed

Head of Secondary:

- Promotes good attendance and punctuality across the Secondary school
- Analyse attendance data at secondary school level on a monthly basis
- Ensures staff adhere to the policy and complete registers accurately
- In liaison with colleagues, discusses severe attendance concerns with families
- Supports intervention and encourages improved attendance and punctuality
- Logs any concerns affecting attendance and actions taken on CPOMS
- Liaises with HoYs, CTLs, and teachers to keep them appropriately informed

Teaching staff and chaperones:

- Promote good attendance and punctuality within the classroom and the school
- Take registration as detailed in this policy
- Ensure all pupils are registered accurately
- Report any concerns and issues regarding attendance and punctuality promptly

Heads of Year (HoY) - Senior School:

- Promote good attendance and punctuality amongst their year group
- Monitor and analyse attendance data on an individual and class basis weekly. In liaison with colleagues, discuss mid level attendance concerns with families
- Inform the Director of Student Experience if the following miss a contact point:
 - Those on a child student VISA
 - Those on a student VISA

- Logs any concerns affecting attendance and actions taken on CPOMS
- Supports intervention and encourages improved attendance and punctuality
- Liaises with CTLs and teachers to keep them appropriately informed

Class Team Leaders - Senior School:

- Promote good attendance and punctuality within their class group
- Discuss early, low level attendance concerns with families
- Inform HoY of any problem which might be affecting attendance or punctuality

Teaching staff and staff chaperones (Primary and Secondary):

- Promote good attendance and punctuality within the classroom and the school
- Take registration as detailed in this policy
- Ensure all pupils are registered accurately
- Report any concerns and issues regarding attendance and punctuality promptly

Vie Scolaire:

- Maintain daily attendance registers
- Record absences and lateness on Pronote
- Reporting point for students who arrive late
- Act as key point of contact for parents reporting unanticipated absences

- Contact parents regarding unexplained absences
- Update records to reflect information shared by parents and students
- Liaise with Safeguarding and Wellbeing teams where concerns arise

Wellbeing Services:

- Provide support to students with SEN or wellbeing concerns affecting attendance
- Engages in discussion with parents regarding mid level to severe absence
- In liaison may recommend, support or deliver adjustments and interventions
- Facilitates referrals to relevant external services in collaboration with parents
- Liaise with relevant external services and practitioners involved in students care

Designated or Deputy Safeguarding Lead (DSL):

- Manages any safeguarding concerns arising from absence
- Engages in communication with parents regarding mid level to severe absence
- Communicates with emergency contacts where parents cannot be reached
- Provides guidance to staff regarding mid level and severe absence concerns
- In liaison with colleagues may recommend, support or deliver interventions
- Facilitates referrals to relevant external services in collaboration with parents
- Requests welfare check by police or other relevant statutory services if required
- Facilitates referrals to social services if a child is missing in education
- Responsible for updating Head of School and Safeguarding Governor

Level 1 Users on the School's Student / Child Student sponsor licence :

- Responsible for ensuring that Students sponsored under the Child Student or Student visa routes who miss 10 consecutive contact points without authorisation are reported to UK Visas and Immigration (UKVI) through the Sponsor Management System. This must be done within 10 working days of the last expected contact point.
- For immigration purposes, an expected contact point is defined as any formal academic or pastoral care activity. This could for example include: a lesson, tutorial, test, examination, a meeting with any staff member, a submission deadline or registration as part of the School's enrolment procedure.
- Responsible for ensuring these students are removed from the School register if sponsorship is withdrawn as a result of an unauthorised absence or for any other permitted reason.
- Responsible for communicating with parents to inform them of any decision to withdraw sponsorship and the reasons for this decision.

6. AUTHORISED AND UNAUTHORISED ABSENCES

An authorised absence is one which the School has accepted as valid, either through advance notification or an explanation provided at the point of absence. Schools are expected to restrict leave of absence to a small number of exceptional circumstances. Examples include:

- Illness
- Medical or dental appointments that cannot be scheduled outside school
- Religious observance
- Family bereavement
- Attendance at another educational institution (dual registration)

- Participation in an approved sporting or artistic events, or regulated activity
- Participation in an approved educational activity, visit or trip
- Paid of voluntary work which cannot be scheduled outside of school hours
- Additional external assessment such as SATs
- Formal, agreed exemption arising from SEN, physical or health related needs
- University visits for lycee students (up to three visits)
- Attendance for employment or admission to another educational institution
- Off site study where there is no teaching/meetings/events (lycee only)
- Where the School deem there to be other, exceptional circumstances

Note: The School is required to inform the Local Authority in instances where the student has or is likely to miss 15 days consecutively or cumulatively due to illness.

Absence for the purpose of leisure and recreation is not considered exceptional. Avoidable absences that interfere with examinations, will not be permitted. Absence from official examinations may have serious consequences outside of the School's control that may affect academic attainment and progression. Parents and students will be informed of specific procedures relating to examinations in advance. If a leave of absence for foreseeable, exceptional circumstances is granted, the School maintains discretion to determine the length of time the student can be excused from school.

Requests for foreseeable absences should be submitted at the earliest opportunity to the Head of Primary or Secondary as appropriate. The request will be reviewed and usually responded to within 72 hours. In rare instances where absence for the purposes of recreational travel is granted, parents are responsible for commuting with teachers and ensuring their child keeps up with schoolwork. Absence or lateness for reasons other than those exceptional circumstances listed above, that exceed the terms of exceptional leave authorised, or for which no reason is provided, will be recorded as an unauthorised absence. The next section details the escalation process in the instance of unauthorised absences.

In the event of repeated or prolonged authorised absences, Wellbeing and/or Safeguarding teams will engage with the family to ensure a clear understanding of barriers to attendance, identify support and adjustment needs and agree an action. With the consent of the family and where appropriate and relevant, they will liaise with relevant external services to ensure a coordinated approach to support. In some instances they may request relevant, professional evidence to support the development of an appropriate action plan to help the student engage with their studies and improve attendance.

7. CHILDREN MISSING EDUCATION (CME)

The School has a statutory obligation to inform the Local Authority of any students who meet the following criteria:

- Fail to attend school regularly
- Have had an unauthorised absence of 10 or more consecutive days
- Have or are likely to miss 15 days consecutively or cumulatively due to illness

Additionally, If a student holds a Student or Child Student visa, the School has a legal duty to report an unauthorised absence of 10 consecutive expected contact

points (defined above) to UKVI. This may thereafter impact the validity of the Student's visa

In the instance of the above, the following information will be provided to the relevant government agency or statutory service as required:

- Student full name
- Student address
- Last date of attendance
- Whether absences are authorised or unauthorised
- Any relevant safeguarding concerns
- Actions taken to engage parents and students and address relevant concerns
- The last recorded residential address, contact number and email address held for the Student

8. STUDENTS WITH INDIVIDUAL SEN, HEALTH OR PERSONAL NEEDS

Good attendance and punctuality is an expectation for all students. However, the School recognises that for some students, special educational needs, long-term mental or physical health conditions and disabilities, or personal circumstances such as caring responsibilities or emotional-based school avoidance, may encounter challenges that affect attendance and punctuality. Parents are responsible for informing the school at the earliest opportunity of any SEN, health or personal circumstances which may affect attendance and punctuality.

In these cases, Safeguarding and/or Wellbeing Services will work collaboratively with staff, parents, students and external professionals involved in their care where consent is provided, to understand barriers to attendance and punctuality, identify support and appropriate, reasonable adjustments and agree an action plan that takes into consideration individual needs, address concerns and promote the highest possible levels of attendance, punctuality and engagement whilst ensuring that health and treatment can be prioritised. This may include the development of individualised support plans such as a plan d'accompagnement personnalisée (PAP) or projet d'accueil individualisé (PAI) and may result in referrals to internal or external services.

The School may require relevant, professional evidence to support the identification and application of reasonable adjustments and the development of an appropriate action plan. We reserve the right to request further evidence as required. Parents are expected to engage in relevant processes, respond promptly to requests for meetings and information, seek timely external professional support if required, and encourage and support the highest possible levels of attendance and punctuality. The School endeavours at all times to act in the best interest of the student's wellbeing and studies. The School is not required to put in place any adjustments that are not considered to be reasonable.

8. Monitoring

To allow the School to identify emerging patterns of concern on an individual and cohort-wide basis, data is analysed based on the following:

- Individual student
- Class
- Year group
- Type of absence (authorised / unauthorised / lateness)

This below outlines responsibilities for monitoring and frequency:

- Governors: Termly
- Senior Leadership team: Termly
- Senior Attendance Champion: Weekly
- Head of Primary school: Weekly
- Head of Secondary school: Monthly
- Heads of Year: Weekly
- Vie Scolaire: Daily

9. GENERAL INFORMATION

This policy meets the school's responsibilities under the following statutory and regulatory guidance:

- Education and Skills Act (2008)
- Education (Independent School Standards) (England) Regulations (2014)
- School Attendance (Pupil Registration) (England) Regulations (2024)
- EYFS statutory framework for group and school-based providers (2025)
- Children Missing Education statutory guidance (2025)
- Keeping Children Safe in Education (2025)
- Working Together to Improve School Attendance (2024)
- Summary Table of Responsibilities for School Attendance (2024)
- Equality Act (2010)

Appendix 1

Definition of unauthorised absence levels when occurring consecutively.

Level	Definition	Primary Lead	Secondary Lead
Low	Up to 2 days	Head of School	Vie Scolaire
Mid	3-5 days	DSL Head of School	Attendance Champion HoY
Severe	5+ days	DSL Head of School	DSL Head of School

Note: cases may be escalated more quickly where there are existing safeguarding concerns.

Appendix 2

Table of reason for lateness categories and codes

Codes	REASONS FOR LATENESS	
U	MOTIF NON ENCORE CONNU	UNKNOWN REASONS
L	CAREERS SERVICES MEETING	MEETING WITH CAREERS DEPARTMENT
L	DELEGATE MEETING	DELEGATE MEETING
U	DIVERS	MISCELLANEOUS
U	INATTENTION	FORGETFULNESS
L	INFIRMERIE	NURSE'S OFFICE
L	MALADE	SICKNESS
U	NON VALABLE SANS EXCUSE	WITHOUT A VALID EXCUSE
U	ONLINE ISSUE	ONLINE ISSUE
U	PROBLEME DE REVEIL	PROBLEMS WAKING UP
U	PROBLEME DE TRANSPORT	PROBLEMS WITH TRANSPORT
L	PROBLEME TRANSPORT TFL	TFL RELATED PROBLEMS WITH TRANSPORT
U	RAISONS FAMILIALES	FAMILY REASONS/PERSONAL REASONS
L	RDV ADMINISTRATIF EXTERIEUR	EXTERNAL ADMINISTRATIVE MEETING
L	RDV INTERNE	INTERNAL MEETING
L	RDV MEDICAL EXTERIEUR	EXTERNAL MEDICAL APPOINTMENT
L	RETENU PAR L'ENSEIGNANT	HELD BACK BY THE TEACHER
U	SANS EXCUSES	NO EXCUSES
L	WELLBEING MEETING	WELLBEING MEETING

Appendix 3

Codes	REASONS FOR ABSENCES		
N	MOTIF NON ENCORE CONNU	UNKNOWN REASONS	Unauthorised
B	ACT SPORT/CULTU EXTERNE	EXTERNAL SPORT/CULTURE ACTIVITIES	Authorised
P	ACT SPORT/CULTU INTERNE	INTERNAL SPORT/CULTURE ACTIVITIES	Authorised
Y7	DIVERS	MISCELLANEOUS	Unauthorised
V	DOFE EXPEDITION	DOFE EXPEDITION	Authorised
C	EXAM ONSITE	EXAM ONSITE	Authorised
J1	EXAMS EXTERIEUR	EXAM OFFSITE	Authorised
J1	EXT SCHOOL INTERVIEW	EXT SCHOOL INTERVIEW	Authorised
R	FETE RELIGIEUSE	RELIGIOUS CELEBRATION	Authorised
I	HOSPITALISATION	HOSPITALISATION	Authorised
Y7	INATTENTION	FORGETFULNESS	Unauthorised
I	INFIRMERIE	NURSE'S OFFICE	Authorised
I	INFIRMERIE, RETOUR DOMICILE	NURSE'S OFFICE, RETURNED HOME	Authorised
I	MALADIE	SICKNESS	Authorised
I	MALADIE / CERTIFICAT MEDICAL	SICKNESS WITH MEDICAL CERTIFICAT	Authorised
O	MISSED AP	MISSED AP	Unauthorised
C	OPEN DAY	OPEN DAY	Authorised
O	PANNE DE REVEIL	PROBLEMS WAKING UP	Unauthorised
Y1	PROBLEME DE TRANSPORT	PROBLEMS WITH TRANSPORT	Unauthorised
T	RAISON FAMILIALE	FAMILY REASONS/PERSONAL REASONS	Authorised
C1	RDV ADMINISTRATIF EXTERIEUR	EXTERNAL ADMINISTRATIVE MEETING	Authorised
C	RDV CAREER SERVICE	MEETING WITH CAREER DEPARTMENT	Authorised
C	RDV INTERNE	INTERNAL MEETING	Authorised
M	RDV MEDICAL EXTERIEUR	EXTERNAL MEDICAL APPOINTMENT	Authorised
C	RDV WELLBEING	WELLBEING MEETING	Authorised
C	RETOUR DOMICILE/PARENTS	RETURN HOME WITH PARENTS	Authorised
S	REVISIONS	REVISIONS	Authorised
O	SANS EXCUSES	NO EXCUSES	Unauthorised

V	SCHOOL EXCHANGE	SCHOOL EXCHANGE	Authorised
V	SCHOOL TRIP	SCHOOL TRIP	Authorised
W	STAGE EN ENTREPRISE	WORK EXPERIENCE	Authorised
J1	VISITE ECOLE EXTERIEURE	VISIT EXTERNAL SCHOOL	Authorised

Appendix 4

Authorised Absence Request Form

For Parents/Carers of Secondary School Students

Student Details

Student Name: _____

Year Group: _____

Date of Birth: ____ / ____ / _____

Parent/Guardian Details

Parent/Guardian Name: _____

Absence Request

First Date of Absence: ____ / ____ / _____

Return to School Date: ____ / ____ / _____

Total Number of School Days Requested: _____

Reason for Absence (please provide full details):

For sponsored Students on a Child Student or Student VISA

Will your child be leaving the UK for the purposes described above? Yes/No

Date leaving the UK: ____ / ____ / _____

Date returning to the UK: ____ / ____ / _____

Who will the student be residing with during this period: _____

Relationship to student: _____

Address the student will be residing at during absence: _____

Have you completed the School's Travel Arrangements Form? Yes/No

Important Information

- Parents should read the Attendance policy before submitting a request
 - The school will only authorise absence in **exceptional circumstances**
 - Recreational travel during term time will not normally be authorised
 - Requests should be submitted in advance of the absence
 - Students on a Child Student or Student VISA must stay with their education guardian whilst in the UK, in accordance with the Parent Contract.. Parents or the appointed education guardian of a sponsored Student must also communicate any travel arrangements to the School at least two weeks before any School holiday period or other absence, by completing the School's Travel Arrangement Form with exact travel and accommodation details.
 - The head of section or nominee will consider each request individually in line with attendance guidance from the **UK Department for Education**. Responses will usually be provided within 72 hours.
 - If the absence is not authorised and the student is absent, this may result in a **penalty notice or further action**.
-

Parent/Carer Declaration

I confirm that I have read the attendance policy and that the information provided above is accurate. I understand that if approved, it is my responsibility to communicate with relevant teachers and ensure that my child keeps up with schoolwork.

I understand that the School is under no obligation to approve absences that are not considered exceptional.

Parent/Guardian Signature: _____

Date: ____ / ____ / _____

For School Use Only

Date Request Received: ____ / ____ / _____

Decision:

- Authorised
- Authorised with conditions
- Not Authorised

Reason/Notes (include any conditions):

Head of Primary/Secondary school Name: _____

Signature: _____

Date: ____ / ____ / _____