



Implementation Date	September 2026
Review Date	September 2029
Reviewer	Liam Donovan/Lindsay Groom

Longwood School -Attendance Policy

Statement of Intent

At Longwood School, we recognise that regular school attendance is essential for pupils' academic progress, personal development and wellbeing. We are committed to working in partnership with pupils, families, staff and external agencies to remove barriers to attendance and to promote positive attendance habits for all.

Legal and Regulatory Framework

This policy is informed by, and complies with, the following legislation and statutory guidance:

- *Working together to improve school attendance* (DfE, 2024)
- Education Act 1996
- Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Keeping Children Safe in Education (current edition)
- Children Missing Education: Statutory Guidance for Local Authorities
- Equality Act 2010

This policy reflects parents' and carers' legal responsibility to ensure that their child attends school regularly.

Attendance Expectations

- All pupils are expected to attend school every day and arrive on time.
- Longwood School believes that **good attendance is 97% or above**, as this supports positive outcomes for pupils.
- Parents/carers must ensure regular attendance and notify the school promptly of any absence, providing reasons and evidence where required.

Promoting Good Attendance

The school will:

- Provide a safe, inclusive and supportive environment where pupils feel motivated to attend.
- Promote the importance of good attendance through the curriculum, assemblies and positive reinforcement.
- Celebrate good and improved attendance.

Monitoring and Tracking Attendance

- Attendance is monitored daily and reviewed regularly using **Longwood School attendance thresholds**.
- The school has a named **Attendance Champion**, responsible for the monitoring, tracking and analysis of attendance data.
- Where attendance falls below expected levels, the Attendance Champion will follow up directly with parents/carers where appropriate.
- All attendance concerns, actions and communications are recorded and tracked to ensure consistency and impact.
- The Attendance Champion works closely with the Headteacher in all aspects of attendance, including monitoring trends, planning support and determining next steps.

Supporting Pupils and Families

- Where a pupil's attendance falls **below 90%**, the school will work with families to understand the reasons for absence and identify any barriers.
- Support will be tailored to individual needs and may include meetings, attendance plans, pastoral support, reasonable adjustments, or involvement of external agencies.
- The aim of all interventions is to improve attendance and ensure pupils can fully access their education.

Pupils with Additional Needs and Reasonable Adjustments

- Longwood School recognises that some pupils may experience additional barriers to attendance due to special educational needs, disabilities, medical needs, mental health, or other vulnerabilities.
- The school will work closely with families, pupils, and relevant professionals to identify needs early and put appropriate **reasonable adjustments** and support in place, in line with the Equality Act 2010.
- Adjustments may include flexible approaches, pastoral or therapeutic support, phased returns, or alternative strategies to support regular attendance.
- Attendance concerns for pupils with additional needs will be considered alongside safeguarding, wellbeing, and SEND processes.

Persistent and Severe Absence

- Pupils who miss **10% or more** of possible sessions are identified as persistently absent and will receive targeted, graduated support.
- Pupils who miss **50% or more** of sessions are identified as severely absent and will receive intensive support.
- Where improvement is not seen despite supportive intervention, the school may involve the local authority and consider statutory action as a last resort.

Children Missing Education

- If a pupil is absent for **10 consecutive school days without permission**, the school will follow Children Missing Education procedures.
- This includes making reasonable enquiries to establish the pupil's whereabouts and notifying the local authority as required by statutory guidance.
- Safeguarding considerations are central to all CME processes.

Whole-School Communication

- Where appropriate, the school will use whole-school communication to encourage and promote good attendance.
- This may include messages in newsletters, information shared via school communication apps, assemblies, and other appropriate channels.

Roles and Responsibilities

- **Headteacher:** Strategic oversight of attendance and statutory responsibilities.
- **Attendance Champion:** Monitoring, tracking, follow-up with families, record keeping, and liaison with the Headteacher.
- **Staff:** Promote good attendance and raise concerns early.
- **Parents/Carers:** Ensure regular attendance and engage with the school to address concerns.
- **Pupils:** Attend school regularly and on time.

Review

This policy will be reviewed regularly to ensure it remains effective, compliant and aligned with national guidance.