



**Longdon Hall  
School**

## **ATTENDANCE POLICY**

Policy Review Date: May 2026

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|----------------|-------------|-------------------|
| 1.0            | May 2025    | S. Smith          |

## **ATTENDANCE POLICY**

Longdon Hall School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance.

Longdon Hall School has adopted iSams which is a system for recording and monitoring school attendance.

School attendance is subject to various Education laws and Longdon Hall School Attendance Policy is in place to reflect these laws and the guidance produced by the Department for Education.

Each term, Longdon Hall School will examine its attendance figures and set attendance/absence targets and appropriate action plans where needed. These will reflect national attendance targets. RAG ratings are in place for attendance that are below 95%. An attendance action plan will be considered and implemented for any pupils with an attendance rate below 90%. Longdon Hall School will review its procedures for improving attendance at regular intervals to ensure that it is achieving its set goals.

### **School Procedures**

Any pupil who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Lateness**

**Morning registration will take place at the start of school at 08:40. The registers will remain open for 20 minutes.** Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

**The afternoon registration will be at 13:20; the registers will close at 13:35.**

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

## **First Day Absence**

The School Administrator/Family Liaison Team will be informed by teaching staff. The School Administrator/Family Liaison Team will then contact parents/carers by telephone to ascertain the reason for absence; this information will be electronically recorded on iSams with appropriate absence code. The response will be recorded on the pupil's file.

**Pupil Illness** – in the case that a pupil is reported ill to the school then the school will follow the latest NHS guidance to ascertain when a student can return to school unless advised by a healthcare professional.

<http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

In the case that a pupil is suffering from vomiting or diarrhoea then the school will follow the NHS guidance above under the Common Conditions section.

*'Vomiting and diarrhoea - Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children will get better without treatment, but if symptoms persist, consult your GP.'* (Advice taken directly from NHS Choices website).

For children in care [CiC], social workers and or placing LA will also be informed.

## **Covid**

We will follow all latest and updated guidance for schools in relation to absence related to Covid and self-isolation requirements.

## **Third Day Absence**

For pupils without authorised absence and the circumstances are unknown, the School Administrator/Family Liaison Team will send a letter to parents/carers requesting them to contact the school, children in care [CiC] social workers and or placing LA will also be informed.

## **Continuing Absence**

The School Family Liaison Team will telephone and offer support and arrange a home visit to offer further support and agree targets and strategies for attendance. The School Liaison Team will work with teaching staff to help identify reasons for absence. This may include a home visit or a request for parents/carers and pupil to attend school for a meeting and discuss targets and strategies to return to school. A **Pastoral Intervention Plan** may be considered for pupils with continuing absence.

## **Ten Day's Absence**

For any pupil who is absent without an explanation for 10 consecutive days; the Headteacher or Family Liaison Team will notify the Local Authority. The family support team will make contact with the family and complete a home visit as necessary. If required a professionals meeting will be arranged and attendance requested from the SEN placement officer, parents/carers and other relevant agencies.

## **Frequent Absence**

It is the responsibility of the Senior Leadership Team and School Administrator/Family Liaison to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a

pattern of absences, Longdon Hall School will try to resolve the problem with the parents/carers. Once medical concerns have been eliminated the same procedure as 'Ten Day absence' will be followed.

### **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. Where appropriate a reintegration meeting is held and a contract of attendance agreed by parents/carers and pupil. This will include ensuring that the pupil is helped to catch up on missed learning and brought up to date on any information that has been passed to the other pupils.

### **Absence notes**

Notes received from parents explaining absence are kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes are retained for a longer period.

### **Promoting attendance**

Longdon Hall School will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

### **Holidays in term time**

Holidays during term time are discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. Longdon Hall School will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents/carers must apply in advance for permission.

### **Attendance Awards**

Each pupil has the opportunity to work toward achieving praise points each day, this system encourages attendance by transferring praise points into enrichment activities. The school will provide additional

rewards for those pupils who achieve 100% attendance for a given term. Pupils who have achieved excellent attendance throughout the year will be rewarded accordingly.

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

### **Our schools targets are:**

2024 / 2025     95%

### **Attendance Action Plans:**

Pupils who fall below the school attendance target will become subject to an Attendance Action Plan. This will involve parents/carers and LA being notified by the Family Liaison or a Senior Leader, who will then work closely with their class teacher, parents/carers and Leadership Team to resolve the issues contributing to low attendance.

### **Registration Storage**

At Longdon Hall School, we acknowledge that registers by law must be kept for at least 3 years.

Our electronic back-ups are preserved by iSams. This is a secure system of entering and storing data of school attendance.

## Appendix 1

### 1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

## **Appendix 2**

### **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

#### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of Longdon Hall School. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site.