



**LINWOOD**  
TRAINING, SUPPORT & ADVICE

# Attendance Policy

Policy owner	Designated Safeguarding Lead Nicola Cannings
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Approved by	
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Equality Impact Assessed by if applicable	



**LINWOOD**  
TRAINING, SUPPORT & ADVICE

## Contents

Attendance Policy .....	1
Aims .....	3
Roles and responsibilities of staff and governors .....	3
Governors will:.....	4
Attendance leaders will:.....	4
Class teachers will:.....	4
School admin staff will:.....	4
Parents/carers are expected to:.....	5
Students are expected to: .....	5
Recording attendance .....	5
What do I do if I need to report an unexpected absence? .....	5
Leave within term time .....	6
Planned absence .....	6
Lateness and punctuality .....	7
Following up unexplained absence.....	7
Legal sanctions.....	7
Promoting good attendance .....	8
Students who are absent due to physical or mental ill health and/or their Special Educational Needs and/or Disabilities (SEND) .....	8
Monitoring attendance .....	8
Analysing attendance .....	9
Using data to improve attendance .....	9
Reducing persistent and severe absence.....	9
Monitoring arrangements.....	9
Links with other policies .....	9
Appendices.....	10
Appendix 1 – Attendance Process Document .....	10
Appendix 2 – Linwood School Attendance Plan .....	11



## Aims

**"Our vision is to create a community where everyone achieves and thrives so that all our students succeed through their education years and beyond. Everyone is valued within a safe and nurturing environment. All our students have full and equal access to an ambitious curriculum, rich learning experiences and high-quality personalised support."**

For our students to gain the greatest benefit from their education, it is vital that they attend regularly and should be at school, on time, every day that the school is open, unless the reason for absence is unavoidable.

This policy sets out how we will build strong relationships to work with families to achieve this.

**We recognise that all of the children and young people in our care are additionally vulnerable due to having special educational needs and disabilities and/or certain health conditions and can face additional attendance challenges.**

**All students in our settings will be given personalised support in line with the needs set out in their EHCP to support them with regards to attendance.**

## Roles and responsibilities of staff and governors

There is a designated senior attendance champion for Linwood School. The attendance champion is expected to:

- Set a clear vision for improving and maintaining good attendance
- Establish and maintain effective systems for tackling absence
- Have a strong grasp of absence data
- Regularly monitor and evaluate progress

There are designated leaders of attendance at each campus.

All staff and governors are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school



We will also promote and support punctuality in attending lessons.

#### Governors will:

- Set high expectations of all school leaders, staff, students and parents in supporting excellent attendance at school
- Set the school's targets for attendance for the academic year
- Quality assure the actions taken by school staff ensuring that the school's statutory duties are met and shares the required information with the DfE and Local Authority (LA)
- Review and challenge attendance data alongside attendance leads
- Attend training to support the fulfilment of this part of their role

#### Attendance leaders will:

- Monitor and analyse attendance data
- Benchmark attendance data to identify areas of focus for improvement
- Provide regular attendance reports to school staff and report concerns about attendance to the Executive Headteacher and appropriate senior leaders
- Work with education welfare officers to tackle persistent absence
- Advise the Executive Headteacher when to issue fixed-penalty notices

#### Class teachers will:

- Communicate with parents/carers to acknowledge absence, ask on student's wellbeing, offer help and enquire on expected date of return (if not known)
- Liaise with the DSL of the respective campus to notify them of concerns about a student's attendance
- Record conversations about attendance on the appropriate system, e.g. Arbor or CPOMS.
- Will support the DSL in actioning points from meetings to support the student increase their attendance e.g. supporting with social stories, supporting part-time timetables and liaising with parents/carers

#### School admin staff will:

- Liaise with parents/carers (and students, if appropriate) about absence on a day-to-day basis and record it on the school system, Arbor (or CPOMS if they feel there is a safeguarding concern to be raised)
- Transfer calls from parents to the appropriate senior leader in order to provide them with more detailed support on attendance (if necessary)
- Liaise with the DSL of the respective campus to notify them of concerns about a student's attendance
- Oversee the completion of registers across the campus and ensure attendance coding is correctly assigned



**LINWOOD**  
TRAINING, SUPPORT & ADVICE

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return
- Provide a clear reason for absence e.g. diarrhoea and vomiting, transport cancelled etc. Please try to avoid generic statements e.g. unwell.
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day. We understand that for some children, appointments during the school day are unavoidable. Please see Planned absence section for more information.

Students are expected to:

- Attend school every day on time
- If the student is in post 16, they may report their own absence. If the young person is unable to do this, their parent or carer should do this on their behalf
- Attend all aspects of learning in line with their timetable

### Recording attendance

We will keep an attendance register and place all students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. The attendance codes can be found in document, Working Together to Improve School Attendance 2024. Please find the link [here](#).

Campus	AM registration	PM registration
CHI	Start of placement time	12:30 – 13:00
Linwood	09:10 – 09:40	12:30 – 13:00
Littlewood	09:10 – 09:40	12:30 – 13:00
Springwood	09:10 – 09:40	12:30 – 13:00
Summerwood	09:00 – 09:30	12:30 – 13:00
Woodford	09:10 – 09:40	12:30 – 13:00

### What do I do if I need to report an unexpected absence?

If your child is unable to attend school (e.g. illness, unforeseen transport issue, sudden family emergency) then you must inform the school on the first day of absence by 9am or as soon as possible.

Campus	Phone number
CHI	01202 932220 / 07599 563618 / 07399 335963
Linwood	01202 525107
Littlewood	01202 592410
Springwood	01202 592410
Skills Centre	01202 447979
Summerwood	01202 447970
Woodford	01202 592415



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TRAINING, SUPPORT & ADVICE

## Leave within term time

Please be aware that family holidays should **not** be taken during term time as this may have a detrimental impact on the child/young person's education. **Request for holiday in term time will not be authorised.**

If, in an **exceptional** circumstance, you need to request leave for your child or young person from school, you must write to the Executive Headteacher, Gemma Talbot, detailing the date and the reason. **Please note that you may be issued with a fine if unauthorised leave is taken during term time.** Please see 'Legal sanctions' section for further details.

Other circumstances where the school is permitted to grant a leave of absence include the following as included in 'Working Together to Improve School Attendance' can be found [here](#).

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time limited part-time timetable
- Education off site

## Planned absence

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointment. Please send copies of letters and appointments to the school when an appointment is made.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision

To notify the school of any of the above, please contact the relevant campus below:

Campus	Phone number and email address
CHI	01202 932220 / 07599 563618 / 07399 335963
Linwood	01202 525107 – linwoodcampus@linwood.bournemouth.sch.uk
Littlewood	01202 592410
Skills Centre	01202 447979
Springwood	01202 592410
Summerwood	01202 447970
Woodford	01202 592415



## Lateness and punctuality

If a child or young person who uses Local Authority transport is late to school, they will be marked as '**late – authorised**'. If we notice a pattern of lateness, we will advise parents/carers to liaise directly with their transport provider.

If a child or young person who travels independently arrives late on a continuous basis then the relevant Campus will contact parents/carers and offer necessary support.

## Following up unexplained absence

Where any student that we expect to attend school does not attend, or stops attending, without reason, the school will:

- **Day one:** Call the student or student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason and identify whether the absence is approved or not. All absences will be marked as unauthorised until a reason for absence is ascertained.
  - If no contact has been made after several attempts, emergency contacts provided to the school could be used.
  - Those who attend Summerwood and CHI will have an attendance reporting agreement at the beginning of the year which may or may not give the student permission to report their own absences.
  - If applicable, the school is also expected to report unexplained absence to a student's social worker. Those on a child protection plan will have their social workers informed for each day of absence, including authorised absence.
- **Day two/three:** If, by the end of day two of absence, the school cannot reach any of the student's emergency contacts or parents/carers, we may deploy designated staff to conduct an unannounced safe and well visit to the family home. Contact with social care may be made depending on the outcome of the home visit.

If unexplained absences are repeated, a referral to Childrens First Response Team, or relevant Local Authority team, will also be made.

See Appendix 1 for the school's process for attendance

## Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the Executive Headteacher, Local Authority officer or the police.



The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason
- Where plans for reducing persistent absenteeism and severe absence have not been engaged with

'Working Together to Improve Attendance' contains further details of this. Please find the link [here](#).

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

### Promoting good attendance

Linwood school values each child and young person as an individual and will work with families and carers to personalise our approach to encouraging school attendance. In line with our school value of **inclusivity**, we offer personalised praise for attendance achieved against personalised targets. We believe that increased attendance leads to increased success in achieving personalised outcomes.

Students who are absent due to physical or mental ill health and/or their Special Educational Needs and/or Disabilities (SEND)

'Many children will experience normal, but difficult, emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these students are still expected to attend school. In many instances attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attendance in the future' (para 54, Working Together to Improve Attendance, August 2024)

Students who have long term physical or mental health conditions have the same right to an education, the same as any other student. Linwood has the same ambition for these students as with any student in our provision and will endeavour to work with the student, their family and supporting agencies to ensure their educational needs are met.

### Monitoring attendance

Linwood school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level.
- Identify whether there are particular cohorts of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-



level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### Analysing attendance

Linwood school/each campus will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### Using data to improve attendance

Linwood school/each campus will:

- Provide regular attendance reports to class teams, and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

Linwood school/each campus will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Refer to internal support at school such as the PACE team or Family Support Team
- Provide access to wider support services to remove the barriers to attendance
- Fixed penalty notices may be issued for persistent or severe absence
- Follow processes and procedures stated in 'Working Together to Improve Attendance'.

### Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the attendance leaders. At every review, the policy will be approved by the full governing board.

### Links with other policies

This policy links to the following policies:

- **Child protection and safeguarding policy**
- **Regulation and engagement policy**



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## Appendices

### Appendix 1 – Attendance Process Document

Action to be taken
<b><u>Day 1 of absence</u></b>  Reception Team – Receive calls daily from parents/carers & inform class teachers of student absence (Call or email) and add to Arbor Reception Team - If LAC or on Child Protection Plan – notify Social Worker of absence and record contact on Arbor Reception Team – To send text to parent to request reason for absence/ contact with school. Inform class teachers once contact had been made.
<b><u>From Day 2 of absence if no return date given on day 1</u></b>  Reception Team – To send text to parent to request reason for absence/ contact with school <b>if no contact had been established on day 1</b> . Inform class teachers once contact had been made.  Attendance Team and/or Safeguarding Team to be made aware of <b>any</b> students where no contact has been possible in order to find out reason for absence.
<b><u>From Day 3 of absence onwards if no date of return given AND/OR no communication with reason for absence</u></b>  Day 2 actions to be repeated. Attendance Team and Safeguarding Team to take action, which may include arranging a home visit or call to relevant Local Authority Teams.  All concerns and actions to be recorded on CPOMS
<b><u>If absence is longer than one school week (5 days)</u></b>  Depending on the reason for absence a home visit will likely be arranged. Attendance Team and/ or safeguarding team may create an attendance plan, working alongside families to remove barriers to non-attendance.  If non-attendance is planned e.g. for an operation, a plan will be made alongside families to ensure support for reintegration back to school, where needed.



**LINWOOD**  
TRAINING, SUPPORT & ADVICE

### **If a part-time timetable is needed to support attendance improvement**

Where a part time timetable is required this will be put in place and regularly reviewed by the Attendance team and/or safeguarding team. This will be done working alongside families and other agencies that may be supporting a child. All records will be kept on CPOMS.

Students requiring a part time timetable will be discussed at the internal graduated response meeting to ensure a thorough review of the reasons for the plan as well as ensuring regular review of the plans.

The Local Authority's relevant teams, such as SEND and Attendance teams, may also be required to support.

### **Other Circumstances**

There may be other reasons why a student may not be attending school. This could include, but is not limited to:

- A family making the decision to Electively Home Educate (EHE) their child
- A family feel Linwood School is not able to meet their child's needs
- The family may have a complaint in process and be withdrawing their child from school until such time as the situation is resolved.

If any of the above circumstances, or others that present an attendance impact for the student, all of the usual school attendance processes may be put into effect immediately. Linwood School will work with appropriate agencies, alongside families to resolve attendance issues. All actions will be taken in line with this policy, as well as that of the safeguarding and admissions processes and procedures.

### [Appendix 2 – Linwood School Attendance Plan](#)

<b>Name of Student</b>	
<b>PURPOSE OF THE PLAN</b>	
<b>Type of plan being agreed</b>	Part time timetable / Flexi Timetable / Attendance Support Plan
<b>What meeting is this?</b>	Attendance/TAF/TAC/CIN/CP/Annual Review
<b>Date plan started: (link to CIN/CP/TAF if relevant)</b>	
<b>Agreed review date:</b>	
<b>Tutor group &amp; Curriculum Pathway</b>	EYFS / Alma / Vita/ Lumos / Nexus / Post-16
<b>Year Group</b>	R / Yr1 / Yr2 / Yr3 / Yr4 / Yr5 / Yr6 / Yr7 / Yr8 / Yr9 / Yr10 / Yr11 / Post-16
<b>Staff supporting</b>	Attendance & Alternative Provision Co-ordinator



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TRAINING, SUPPORT & ADVICE

	Class Teacher	
	Curriculum Pathway Leader	
	Adam Bousfield	Assistant Head / Safeguarding lead
<b>Other professionals involved with the family (TAC/TAF/CIN/CP) - present at meeting?</b>		
<b>Parent / carer signature &amp;/or date agreed:</b>		
<b>Does this plan link to EHCP targets?</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Attendance history</b>		
Previous Academic Year Attendance Percentage:		
Current Attendance Percentage:		
Current risk factors/current barriers to attendance		

Expectations of the student		
Details of expectations	How this has been communicated to the student?	Monitoring arrangements (who by and when?)

Expectations of the family		
Details of expectations	How this has been communicated to the student's family?	Monitoring arrangements (who by and when?)

<b>Review</b>	Date:  Updates:  Actions:
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**Strategies to be implemented by the school**



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Details of strategy	Purpose of implementing strategy	Member of staff responsible

<b>Review</b>	Date:  Updates:  Actions:
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External support		
Details of agency/partner	Support being offered	Date support commenced

<b>Review</b>	Date:  Updates:  Actions:
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#### Part time timetable plan

Time table (Indicate precise times of attendance)				
Monday	Tuesday	Wednesday	Thursday	Friday

I understand my child has been placed on a part-time timetable for a limited period of time.  
**I have discussed the matter fully with the school and agree, during the period of the part-time timetable to:**

- Take full responsibility for my child during the hours when my child does not attend school. Furthermore, I understand that the school will check on a regular and adhoc basis, the safety of the pupil whilst not at school.

#### During the period of the part-time timetable the school will:

- Monitor the effectiveness of the part-time timetable.
- Hold a review on the agreed date.
- Provide work for the child to do whilst at home and mark all work complete, if appropriate.
- Ensure safeguarding protocols are in place to check pupil wellbeing



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TRAINING, SUPPORT & ADVICE

<b>Actions agreed</b>	<p><input type="checkbox"/> Continue with current plan</p> <p>Reason for remaining on current plan:</p> <p><input type="checkbox"/> Continue plan with new or supplementary strategies added</p> <p><input type="checkbox"/> Escalate attendance plan to next stage e.g. Fast Track</p> <p><input type="checkbox"/> Cease plan – attendance has increased sufficiently</p> <p><input type="checkbox"/> Annual review</p> <p>Add other actions below:</p>
<b>Date of next review</b>	