Luccombe Hub This document forms part of the policy handbook and is intended for use at Luccombe Hub	
Title:	**Attendance Policy**
Subject Area:	Education & Welfare
Applies:	Immediately
Issued:	12 February 2025
Last Reviewed:	10 February 2026 **Review Date: NLT** 9 February 2027
Sponsor:	Principal
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Introduction

The Luccombe Hub, an independent Specialist School, incorporating Longmead Alternative Provision and Milton Mills, is committed to providing a high-quality education for all our learners. Regular attendance is vital for learners to achieve their full potential. This policy outlines our approach to attendance, including procedures for managing absences, strategies for improving attendance, and protocols for children missing in education.

This policy aligns with **statutory guidance from the Department for Education (DfE)** and local authority regulations on school attendance and safeguarding.

1. Aims & Objectives

We aim to:

- Promote a culture of high attendance and punctuality.
- Identify and support learners at risk of poor attendance.
- Work collaboratively with parents, carers, and external agencies to remove barriers to attendance.
- Follow clear procedures when a child is absent, including when a child is missing in education.

2. Expectations & Responsibilities

Luccombe Hub's Responsibilities

- Monitor and record attendance at the following times:
    - Morning Registration 10:00 – 10:15 (unless alternative start time agreed)
    - Afternoon Registration: 12:45 – 13:00 (unless alternative start time agreed)
- Communicate concerns about attendance to parents, carers, SEND and Social workers (if applicable).
- Communicate concerns with schools and SEND (in the case of Alternative Provision)
- Provide early intervention for learners with persistent absence.
- Work with external agencies to support learners and families.

Parent/Carer Responsibilities

- Ensure their child attends school regularly and on time.
- Inform the school of any absence by **9:00 AM** on the first day.
- Work with the school to address attendance issues.

Learner's Responsibilities

- Attend school every day unless there is a valid reason for absence.
- Arrive on time and be ready to learn.
- Inform a trusted adult if they are experiencing difficulties that affect their attendance.

3. Absence Procedures

Reporting an Absence

- Parents/carers must notify the school before **9:00 AM** on the first day of absence via phone, email, or the school's attendance system.
- If no contact is received by 10.30 your child will be considered late, the school will attempt to reach the parent/carer .
- In the case of AP learners registered schools will be informed

Authorised vs. Unauthorised Absence

- **Authorised absences** include illness, medical appointments, bereavement, and religious observances (proof may be required).
- **Unauthorised absences** include holidays during term time, unexplained absences, and truancy.

Persistent Absence (PA)

A learner is classified as **Persistently Absent (PA)** if their attendance falls below **87%.** The school will:

- Discuss with parents/carers/schools (where appropriate) and discuss next steps.
- Implement a support plan.
- Refer to external agencies if needed.

4. Strategies to Improve Attendance

- **Early intervention:** Identifying concerns and offering support at an early stage.
- **Pastoral support:** Providing additional support for learners facing personal or emotional difficulties.
- **Support provide** to parents and carers**.**
- **Multi-agency work:** Collaborating with social services, local authorities, and healthcare providers to address barriers to attendance.

5. Children Missing in Education (CME)

Definition of a Child Missing in Education (CME)

A child is considered **missing in education** if they:

- Are absent from school for **10 consecutive days** without explanation.
- Have left school and their whereabouts are unknown.
- Are not receiving education in any form.

Procedures for a Missing Child

1. **Day 1:** If a child is absent and no contact is made, the school will:
    - Attempt to contact parents/carers.
    - Contact listed emergency contacts if needed.
    - Conduct a home visit if there are safeguarding concerns.
    - For learners at Longmead AP and Milton Mills AP, we will contact their school.

2. **Day 3:** If there is still no response:
    - The school will **escalate the case to the local authority**.
    - A **safeguarding referral** may be made if there are welfare concerns.

3. **Day 10:** If the child's whereabouts remain unknown:
    - The school will submit a **CME referral** to the local authority.
    - The child may be removed from the school register **only when instructed by the local authority**.
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4. **Day 14:** Professional Contact

- Every 14 days a professional will need to ensure that the learner is safe and well. Therefore home visits will be arranged, or proof that the child has seen another professional (eg CAMHs or Doctor) will need to be provided.

5. **Ongoing Investigation:** The school will cooperate fully with external agencies in locating the child and ensuring their safety.

6. Working Together to Improve Attendance

We believe attendance is a shared responsibility. We will:

- Work closely with families to address barriers to attendance.
- Use **Early Help Assessments** where needed.
- Liaise with **Educational Welfare Officers (EWO)** to support learners at risk of disengagement.
- Share attendance data with relevant authorities to improve school-wide attendance rates.

7. Review & Monitoring

- This policy will be reviewed **annually** by the senior leadership team.
- Attendance data will be **monitored** and reported to governors.
- Adjustments to the policy will be made based on **DfE guidance** and **school needs**.

Contact Information

For attendance-related queries, please contact:

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Longmead Alternative Provision
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Milton Mills Alternative Provision
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This policy is designed to ensure **all learners receive the education they deserve** while prioritising **their safety and well-being**.