

Broomhill Primary School



Child Attendance Policy

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| Approved by: | Mr. Craig Priday | Date: September 2025 |
| Last reviewed on: | September 2025 | |
| Next review due by: | September 2027 | |

Introduction

The law entitles every child of compulsory school age to an efficient full-time education suitable to their age, aptitude, and any special educational needs they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Where parents decide to have their child registered at a school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This policy reflects the DFE Statutory Guidance ['Working together to improve school attendance'](#).

Policy Aims

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

- Promoting good attendance and punctuality
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the education to which they are entitled to for their age
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

School Attendance Targets

The performance indicator by which we judge the success of our efforts is set each year by our average attendance figure and by comparing this with national attendance figures. We seek to improve our attendance figures annually and always be above national figures. **Our school target for attendance is 96%.**

Whilst 100% attendance is clearly the ideal, in many cases legitimate illness or other factors can prevent it. Such attendance, where it occurs is clearly excellent. On the other hand, attendance which falls below 90% is poor and should give cause for concern (this is known as 'persistent absence'). To ascertain the levels of individual attendance, we ensure that a complete register check is undertaken twice every day, and where there is cause for concern, appropriate action is taken, initially by speaking with parents, followed by a letter.

Attendance Registers

Teachers are required to complete the register electronically through School360. An attendance register will be kept electronically using our school MIS (SIMS) The register will be taken at the start of each morning session of each school day and once during each afternoon session. On each occasion they will record whether each registered pupil is physically present in school or, if not, the reason they are not in school using appropriate national attendance codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

A sickness absence may be authorised by the teacher or admin staff only if they have received a message (written or verbal). Any notes from parents received by teachers must be sent to the school office; likewise verbal messages from parents must be recorded (using the CPOMS system). School admin staff enter all attendance information into the School Information Management System (SIMS). Any attendance information required can be drawn from SIMS. Reasons for absence and lateness are also recorded on SIMS .

Times of the school day

School starts at 8.45am. Children arriving after 8.45am will be marked using the 'L' Code - Late (present). Children arriving after 9.05am will be marked as 'U' –Arrived in school after registration closed – this is counted as an unauthorised absence. School closes at 3.15pm.

Punctuality

When children are recorded as being late to school on 3 or more occasions during a half term, a discussion will be held with parent making them aware of the situation, outlining the implications of lateness on a child, offering support and advising that the Education Welfare Office may be contacted should lateness persist.

First day of absence contact, welfare visits & liaison with other schools

Parents are expected to contact school as soon as possible if their child cannot attend. If a child is absent for no reason given, school admin staff will make contact with them on the first day of absence. This contact is made by telephone and aims to ascertain the reason why the child is absent and when they are likely to return. The admin staff will make further regular calls if their absence is prolonged. These calls also let parents know that the absence has been noted and that the school cares about the effect this has on the child's learning.

Procedures for tackling low attendance

We will work closely and regularly with the Local Authority's Education Welfare Officer (EWO) to review the attendance of all pupils on a half termly cycle.

To make our procedures as clear as possible we have created a flow chart that identifies the actions that we will take as a school when a child's attendance becomes a concern (See Appendix 1). The flow chart is accompanied by a suite of standard letters that will be sent to parents when trigger points are reached. The school will keep records of these reviews and which letters have been sent.

National threshold when it is appropriate to issue a penalty notice

The school will consider whether a penalty notice for absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. The school does not have a blanket position of issuing or not issuing penalty notices and will make judgements on each individual case. The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

When the school becomes aware that the threshold has been met, we will make the following considerations to decide whether to issue a penalty notice in each individual case:

Is support appropriate in this case?

- If yes, the school will continue with the existing support without a penalty notice or issue a notice to Improve if that support is not working or is not being engaged with. A penalty notice can be issued if either has not worked.
- If no, for example a holiday in term time, a penalty notice will be issued subject to the other conditions detailed in section 182 of ['Working together to improve school attendance'](#)

Holidays during Term Time

Where holidays are taken during term time we will follow the procedures set out in Flowchart 2 (See Appendix 2)

Government guidance states that:

'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.'

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied

consistently and equitably.

Parents are **not entitled** to remove children for holidays, leave of absence must be applied for and the decision to authorise absence rests entirely with the headteacher. Governors have agreed that holidays during term time are generally not 'exceptional circumstances' and **HOLIDAYS DURING TERM TIME WILL NOT USUALLY BE AUTHORISED** at Broomhill Primary School. Parents must still request leave of absence for holidays in advance using a holiday request form available from the school office (Appendix 3). All requests should be submitted to the school office at the earliest possible opportunity, ideally prior to booking a holiday and **at least 2 weeks before a holiday is taken**. The form gives further information about the implications and possible consequences of taking holidays during term time. School will send a response to the holiday request as soon as possible.

When a holiday is requested (or taken without a form being completed), we will follow the procedures detailed in Flowchart 2.

Raising the profile of Attendance and Punctuality

In order to ensure that the importance of good attendance is promoted, the school will take the following actions:

- Publish the previous week's overall school attendance figure and class attendance figures on Dojo.
- Wear non uniform on your birthday – if you wish!
- Send home positive postcards regarding good attendance or improvement.
- Announce the previous week's school and class attendance and punctuality figures in a weekly assembly attended and award a token to the class with the best weekly attendance and punctuality, leading towards a whole class treat at the end of the year.
- Include pupil attendance figures on annual school reports.

ROLES AND RESPONSIBILITIES

School Admin

- Monitor registers daily and record absences.
- Make and keep a record of telephone calls to parents on the first day of a child's absence (these calls continue until an adequate response is gained).
- Accurately mark reasons for absences on registers and leave a message for teachers explaining absences.
- Ensure that all occurrences of absence or lateness are recorded onto the SIMS and CPOMS systems in a timely manner.
- Ensure that all attendance data is entered into the SIMS system on a daily basis.
- Calculate weekly attendance percentages for the weekly assembly.
- Give daily feedback to the Headteacher concerning attendance and punctuality issues.
- Liaise with Educational Welfare Officer where necessary.
- Work with the Headteacher and other school staff to develop strategies to improve school attendance.

Headteacher/Head of School

- Ensure that attendance and punctuality receive high profile in the school through newsletters, social media, school reports, home/school communications, assemblies and rewards.
- Report to Governors on whole school attendance and punctuality on a termly basis.
- Communicate with parents where concerns exist about attendance or punctuality.
- Liaise on a daily basis with school admin staff regarding attendance and punctuality.
- Complete statistical returns for the Local Authority.

- Offer support to parents on attendance and punctuality issues.

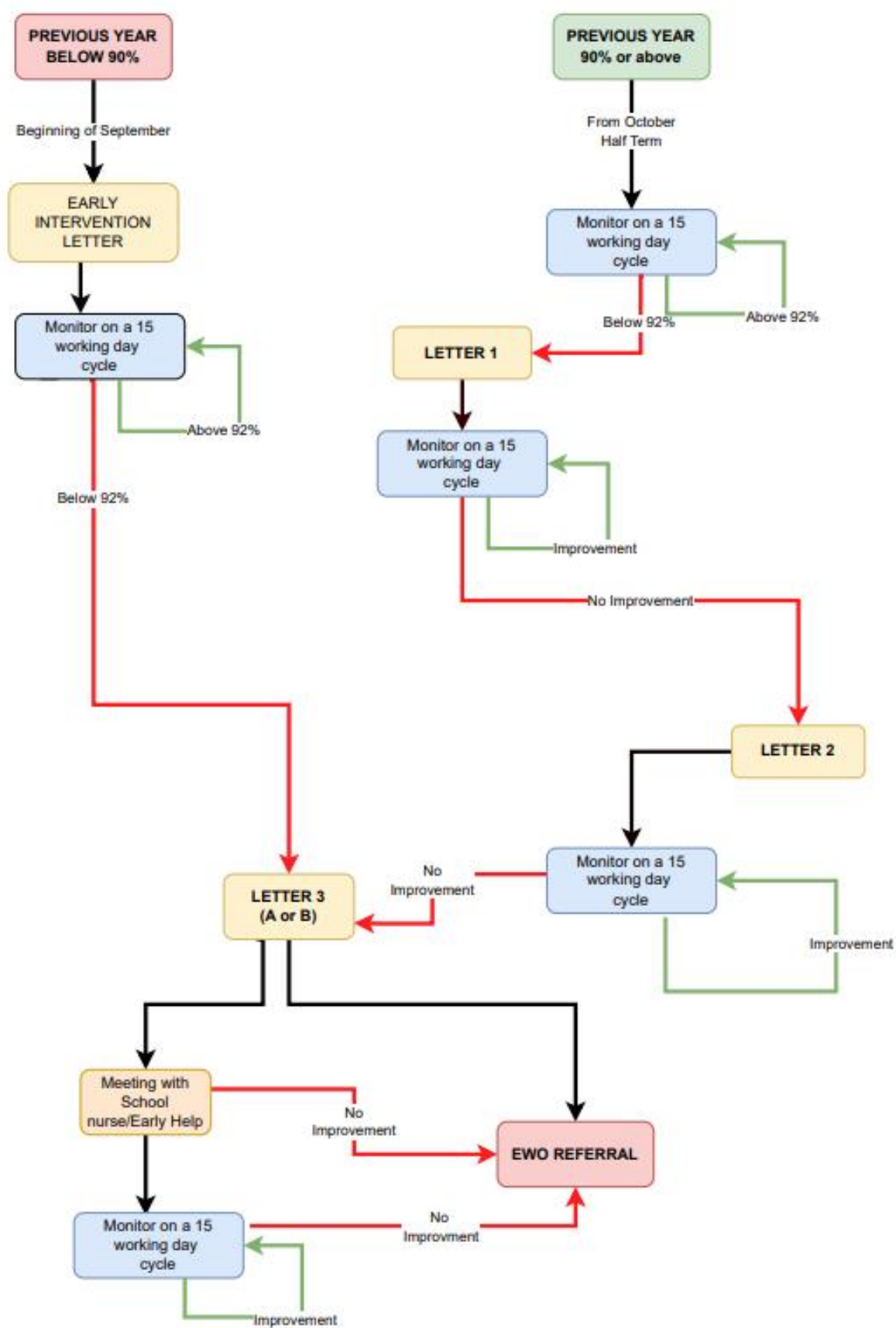
Class Teachers

- Have high expectations for punctuality and attendance in their classes.
- Complete registers on a daily and weekly basis following agreed procedures.
- Develop and share strategies to improve class attendance.

What can parents do to help?

- Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly and are punctual to their lessons.
- Let the school know as soon as possible why your child is absent from school, usually on the first day of absence.
- Make appointments and book holidays out of school time.
- Do not allow your child to have time off school unless it is absolutely necessary.

FLOWCHART 1 - ATTENDANCE MONITORING AND ACTION PROCEDURE



FLOWCHART 2 - PROCEDURE FOR HOLIDAYS TAKEN DURING TERM TIME

