

Broomhill Primary School



Child Attendance Policy

Approved by:	Mr. Craig Priday	Date: 17 th September 2025
Last reviewed on:	16 th September 2026	
Next review due by:	16 th 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.

The school recognises the importance of identifying children missing education and pupils whose absence may indicate safeguarding or welfare concerns. Attendance information will be considered alongside safeguarding information to ensure early identification and support.

This policy reflects the DfE Statutory Guidance 'Working together to improve school attendance'.

Policy Aims

Attendance is a shared responsibility between pupils, parents/carers, staff, governors and external partners. The school is committed to building a culture where excellent attendance is valued and promoted.

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 strive to improve our attendance figures annually and remain above national attendance averages wherever possible. 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 below 90% is classed as persistent absence and is a significant cause for concern. 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

Attendance will be recorded using the national attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

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 9.15am 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

Attendance data will be analysed regularly to identify emerging patterns, persistent absence and severe absence. Early intervention strategies and multi-agency support will be considered where appropriate.

Our aim is for every child to achieve at least 96% attendance.

96% Attendance Monitoring

Any child whose attendance falls below 96% will be placed on the school attendance monitoring list. Attendance will be reviewed regularly and support offered where appropriate.

Stage 1: Attendance Below 94%

If attendance falls below 94%, the Headteacher will make a telephone call to parents/carers. Appropriate support will be offered and a follow-up letter or email outlining the discussion and agreed actions will be sent.

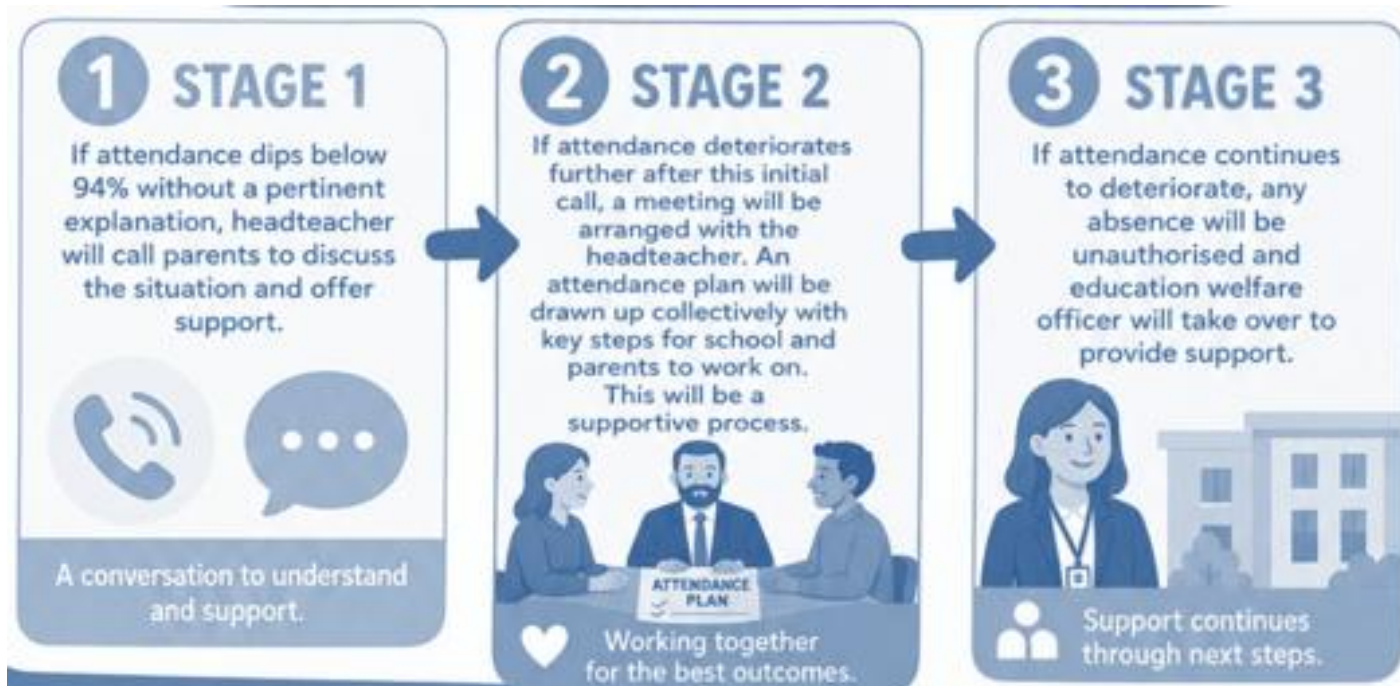
Stage 2: Continued Deterioration

If attendance continues to deteriorate following Stage 1 intervention, parents/carers will be invited to attend a meeting in school. An Attendance Improvement Plan will be created and a follow-up letter or email containing the agreed plan will be sent.

Stage 3: Education Welfare Officer Referral

If attendance continues to deteriorate despite the support offered at Stage 2, a referral will be made to the Education Welfare Officer (EWO). A letter or email will be sent to confirm that the referral has been made.

Throughout all stages the school will work collaboratively with families and external agencies, where appropriate, to remove barriers to attendance and support improved outcomes.



Pupils with attendance below 90% are classed as persistently absent. Pupils who miss 50% or more of sessions are considered severely absent and may require intensive support and multi-agency intervention.

Additional support may be provided for vulnerable pupils including those with SEND, social-emotional or mental health needs, looked after children, refugees and migrant pupils.

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 consider issuing penalties via the Education Welfare Officer.

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 by completing the online request form available via the school website OR by requesting a paper form from the school office.

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 taken without a form being completed, we will follow the Education Welfare procedures which may include a penalty.

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

The school will identify a Senior Attendance Lead (SAL) responsible for strategic oversight of attendance, coordination of interventions and liaison with external agencies.

The Headteacher will ensure sufficient resources are allocated to attendance improvement and that attendance is reported regularly to governors.

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 should work in partnership with the school where attendance concerns arise and engage with support offered to overcome barriers to attendance.
- 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.

GOOD ATTENDANCE MATTERS

Every day in school counts for a brighter future.



Good Attendance is important for all children. We want children to make sufficient progress, achieve their best and develop socially through coming to school every day.



We understand 100% is tricky and bugs are always spreading throughout the year. We also understand that some families may take a holiday in term time for various reasons.



We want to work with parents where we can really support them and their children and make a difference.



OUR NEW ATTENDANCE STRATEGY

1 STAGE 1

If attendance dips below 94% without a pertinent explanation, headteacher will call parents to discuss the situation and offer support.



A conversation to understand and support.

2 STAGE 2

If attendance deteriorates further after this initial call, a meeting will be arranged with the headteacher. An attendance plan will be drawn up collectively with key steps for school and parents to work on. This will be a supportive process.



Working together for the best outcomes.

3 STAGE 3

If attendance continues to deteriorate, any absence will be unauthorised and education welfare officer will take over to provide support.



Support continues through next steps.



CALL OR MESSAGE DAILY with absence reasons.



FILL IN HOLIDAY FORMS so you don't get penalised unnecessarily.



Thank you for working with us – every day in school makes a difference!

