BRIMSHAM GREEN SCHOOL POLICY / PROCEDURE DOCUMENT			
DATE ORIGINATED	May 2010	TITLE: Attendance and Punctuality Policy	
LAST REVIEW	October 2026		
NEXT REVIEW	July 2027		
OWNER	G Bryan		

Attendance and Punctuality Policy

This Policy has been reviewed and approved by the Full Governing Body

Signature (Chair of FGB)	Shaun Bailey ……
Date of review and approval	……05.10.26……

BRIMSHAM GREEN SCHOOL POLICY / PROCEDURE DOCUMENT			
DATE ORIGINATED	May 2010	TITLE: Attendance and Punctuality Policy	
LAST REVIEW	October 2026		
NEXT REVIEW	July 2027		
OWNER	G Bryan		

Introduction & Rationale

Brimsham Green School believes that punctuality and regular attendance at school are essential pre-requisites for the effective learning, social inclusion and welfare of all students. By `regular` our policy is that all students attend each and every day that they are expected to attend.

The school is therefore committed to establishing and maintaining a pro-active ethos which places a high value on daily attendance and punctuality and makes clear to students and parents the disadvantages, both social and academic, of irregular attendance and lateness.

This policy has been devised to meet the requirements of Working together to improve attendance

It is also informed by:

Children missing education statutory guidance for local authorities

Keeping Children Safe in Education 2026

Definitions:

Severe Absence (SA), is when a student's attendance falls below 50%.
Persistent Absence (PA), is when a student's attendance falls below 90%.
A *broken week* is a week where a student has received an absence mark for any sessions during that week. Broken weeks become a significant concern when there are 3 or more in a term.

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance, through our whole-school culture and ethos that values everyday attendance, including:

- Setting high expectations for the attendance and punctuality of all students
- Promoting daily attendance and the benefits of everyday 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 make sure students have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy has been developed in accordance with the Department for Education's statutory guidance Working Together to Improve School Attendance and the statutory guidance on School Attendance Parental Responsibility Measures. The guidance is underpinned by the legislation that governs school attendance and attendance management in England.

Relevant legislation

This policy has been prepared to meet the school's responsibilities under:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- Education and Skills Act 2008
- Children Act 1989
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007 and subsequent amendments, including the Education (Penalty Notices) (England) (Amendment) Regulations 2024

Statutory guidance and associated guidance

This policy has regard to:

- Working Together to Improve School Attendance (DfE, applies from 19 August 2024 and subsequent updates)
- Summary Table of Responsibilities for School Attendance (DfE, August 2024)
- Keeping Children Safe in Education 2026
- Children Missing Education (DfE, September 2024)
- Supporting Pupils at School with Medical Conditions (DfE)
- SEND Code of Practice: 0 to 25 Years
- Behaviour in Schools: Advice for Headteachers and School Staff
- School Suspensions and Permanent Exclusions
- Providing Remote Education: Guidance for Schools
- Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools

Related school policies

Attendance should not be considered in isolation and this policy should be read alongside:

- Child Protection and Safeguarding Policy
- SEND Policy
- Behaviour Policy
- Alternative Provision Policy
- Children Missing Education procedures
- Elective Home Education procedures

BRIMSHAM GREEN SCHOOL
POLICY / PROCEDURE DOCUMENT

DATE ORIGINATED	May 2010
LAST REVIEW	October 2026
NEXT REVIEW	July 2027
OWNER	G Bryan

TITLE:

Attendance and Punctuality Policy

All work relating to attendance is undertaken within the context of the school's safeguarding, inclusion, behaviour, SEND and alternative provision responsibilities. Attendance is everyone's business and the school adopts the DfE's "support first" approach, working collaboratively with students, families, the local authority and partner agencies to remove barriers to attendance and improve outcomes for children and young people.

Roles and responsibilities

2.1 The governing board

The governing board is responsible for setting high expectations of all school leaders, staff, students and parents/guardians. Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all students, but adapts processes and support to students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual students or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting students' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific students, where appropriate
    - Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
    - Holding the Headteacher, Deputy Headteacher and Associate Assistant Headteacher (Attendance) to account for the implementation of this policy

In December 2024, we introduced a link Governor for attendance and their name is: Mrs Katherine Turner

2.2 The Deputy Headteacher

The Deputy Headteacher is responsible for:

- Line Managing the Associate Assistant Headteacher (Attendance)
- The implementation of this policy at the school
- Working with the parents/guardians of students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for students with SEND, including where school transport is regularly being missed, and where students with SEND face in-school barriers
- Communicating with the local authority when a student with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the student's needs

2.3 The designated senior leader responsible for attendance

The Associate Assistant Headteacher is the designated senior leader for attendance and is responsible for:

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices
- Communicating the school's high expectations for attendance and punctuality regularly to students and parents/guardians through all available channels
- Sharing information from the school register with the local authority, including:
    - Notifying the local authority when a student's name is added to or deleted from the school admission register outside of standard transition times
    - Providing the local authority with the details of students who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
    - Providing the local authority with the details of students who the school believes will miss 15 days consecutively or cumulatively because of sickness
- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with students, parents/guardians and external agencies, where needed
- Building close and productive relationships with parents/guardians to discuss and tackle attendance issues
- Supporting staff in creating intervention or reintegration plans in partnership with students and their parents/guardians
- Support staff to deliver targeted intervention and support to students and families

The designated senior leader responsible for attendance is Mr G Bryan and can be contacted via the school office (admin@brimsham.com and 01454 868888)

2.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to Heads of House, the designated senior leader responsible for attendance, and the Deputy Headteacher
- Working with education welfare officers to tackle persistent and severe absence
- Advising the Headteacher when to issue fixed-penalty notices

The attendance officer is Rachael Henderson and can be contacted via rhenderson@brimsham.com and 01454 868888

The attendance officer will:

- Lead on first day of absence phone calls, contacting parents/guardians to understand the reasons for absence and what support is required.
- Take messages from parents/guardians via Studybugs about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/guardians to the Head of House/Student Support Co-ordinator where appropriate, in order to provide them with more detailed support on attendance

2.5 Class teachers/ tutors

Class teachers and tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 3). Where a tutor becomes concerned about a child's attendance, as is highlighted in the weekly briefing sheet, they will make contact with home to discuss any additional support that is needed.

2.6 Heads of House

Heads of House will encourage excellent attendance through tutor time, assemblies, conversations with students and their parents/guardians, and they will lead interventions to address poor attendance and punctuality. They do this by monitoring attendance patterns in their Houses, ensuring their Tutor Teams are familiar with the correct procedures and provide support where necessary. Where a complex pattern is emerging, the Head of House will support the Tutor in addressing the concern.

3.7 Parents/Guardians

Where this policy refers to a parent/guardian, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not

- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/Guardians are expected to:

- Make sure their child attends every and on time
- Report their child's absence via Studybugs before 8.30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Tutor/Head of House or Student Support Co-ordinator

3.8 Students

Students are expected to:

- Attend school every day, on time
- Actively engage in all interventions offered
- Share any concerns with staff regarding attendance

~~6~~4 Recording attendance

4.1 Attendance register

We will keep an electronic 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 (tutor time) and once during the second session (period 4). It will mark, using the appropriate national attendance and absence codes from the School Attendance (Student Registration) (England) Regulations 2024, whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 3 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a student is attending an approved educational activity
- The nature of circumstances, where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The register for the first session will be taken at 8.30am and will be kept open until 9.00am. If a student arrives between 8.31am and 9.00am, they will be marked as late (L mark). If they arrive after 9.00am, they will be marked with a U code (unauthorised absence) which will impact their overall attendance. If a student receives 10 U codes in a 10-week period they may be subject to a fixed penalty notice. The register for the second session will be taken at 1pm and will be kept open until 1.30pm.

4.2 Unplanned absence

The student's parent/guardians must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible, by reporting via Studybugs.

The school will authorise absences due to physical or mental illness where it is satisfied that the student is genuinely unable to attend.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent notifies the school in advance of the appointment and is able to provide confirmation of appointment.

However, we encourage parents/guardians to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/guardians must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A student who arrives late:

- Before the register has closed (before 9:00am) will be marked as late, using the appropriate code (L code)
- After the register has closed will be marked as absent, using the appropriate code (U code)

A student who is late, whether this be for tutor time or a lesson, will be issued with a lunchtime detention.

4.5 Following up unexplained absence

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

- Call the student's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may complete a home visit or request a welfare check from the police
- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the student was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- If the school have any concerns regarding the absence, a home visit may be conducted by a member of staff.
- If absence continues, the school will consider involving an education welfare officer.
- Where relevant, report the unexplained absence to external agencies, including the police and social care.
- Where appropriate, offer support to the student and/or their parents/guardians to improve attendance
- Identify whether the student needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

The school will regularly analyse attendance and absence data to identify students, groups and cohorts requiring additional support. Interventions will be prioritised using a support-first approach, working collaboratively with families and external agencies to remove barriers to attendance.

4.6 Reporting to parents

Parents/guardians will receive regular information regarding their child's attendance. The school may also contact parents/guardians throughout the year where attendance falls below expected levels, patterns of absence emerge, or additional support is required.

5. Authorised and Unauthorised Absence

5.1 Principles of Authorisation

The law does not grant parents/guardians the right to authorise absence from school. The responsibility for determining whether an absence is authorised rests solely with the school.

Brimsham Green School will make decisions regarding the authorisation of absence in accordance with statutory attendance guidance, NHS guidance, safeguarding considerations and the individual circumstances of each case.

Authorisation is not automatic. The school reserves the right to request additional information or evidence where there are concerns regarding attendance, recurring absence, patterns of absence, the timing of absence, or where further clarification is required before a decision can be made.

In determining whether an absence should be authorised, the school may consider:

- The reason for the absence.
- The frequency and pattern of absence.
- The student's current attendance level.
- Any SEND, medical or safeguarding factors.
- NHS and Department for Education guidance.
- Whether reasonable adjustments or support could facilitate attendance.
- Any supporting evidence provided.

Where there is insufficient evidence to support authorisation, or where the school is not satisfied that the absence meets the criteria for authorisation, the absence may be recorded as unauthorised.

Detailed guidance and decision-making frameworks relating to illness, medical appointments, exceptional circumstances and mental health-related absence are included within the policy appendices and related attendance procedures.

5.2 Illness and Medical Absence

The school will normally authorise absence where a student is genuinely too unwell to attend school.

Parents/guardians are expected to follow NHS guidance regarding common childhood illnesses. Many minor illnesses, including mild coughs, colds, sore throats, headaches and minor stomach discomfort, would not normally prevent attendance where a student is otherwise well enough to access learning.

Where concerns exist regarding illness-related absence, the school may request additional information or medical evidence. This may include situations where:

- Attendance is below expected levels.
- Illness is reported frequently.
- A pattern of absence emerges.
- Absences occur regularly before or after weekends, holidays, assessments or particular lessons.

- The school has concerns regarding the authenticity of the reported illness.

The school may implement attendance support measures where illness-related absence is having a significant impact on attendance.

Medical, dental and other healthcare appointments should be arranged outside school hours wherever possible. Where this is not possible, only the minimum amount of time necessary should be taken away from school.

The school may request evidence of appointments and reserves the right to review repeated appointments occurring during school hours where these are impacting attendance.

5.3 Mental Health and Emotional Wellbeing

The school recognises that mental health can have a significant impact on attendance and wellbeing. However, anxiety, emotional distress or difficulties attending school do not automatically mean that absence will be authorised.

Wherever possible, attendance with appropriate support will be prioritised over absence, as prolonged absence can increase anxiety, reduce social connection and make reintegration more difficult.

Where mental health is affecting attendance, the school may:

- Implement pastoral support.
- Develop an attendance support plan.
- Consider reasonable adjustments.
- Liaise with medical professionals and external agencies.
- Agree a phased reintegration programme.
- Consider a temporary part-time timetable where appropriate and in line with DfE guidance.

Decisions regarding authorisation will be based on available evidence, professional advice, safeguarding considerations and the individual circumstances of the student.

5.4 Approval for leave of absence during term time

The Headteacher will only grant a leave of absence during term time where the request meets the specific circumstances set out within the School Attendance (Pupil Registration) (England) Regulations 2024.

These circumstances include:

- Taking part in a regulated performance or regulated employment abroad.
- Attending an interview.
- Study leave.
- A temporary, time-limited part-time timetable.
- Exceptional circumstances.

The Headteacher may also allow students to be absent from the school site to attend approved educational activities, educational provision or alternative settings where appropriate.

The decision to grant a leave of absence, including the length of time authorised, remains at the discretion of the Headteacher.

Leave of absence will not be granted for participation in protest activity during school hours.

As leave of absence will only be granted in exceptional circumstances, it is highly unlikely that leave will be authorised for the purpose of a family holiday.

The school considers every request individually, taking account of the specific facts, circumstances and relevant background context of the application.

Requests for leave of absence must be submitted in advance and, wherever possible, before any travel or accommodation arrangements are booked. Parents/guardians should not make bookings until a decision has been communicated by the school.

The school may require supporting evidence before a decision is made.

Where illness is reported immediately before or after a period of leave, the school reserves the right to request additional evidence before determining the appropriate attendance code.

Where a student is over compulsory school age, leave of absence may be requested or agreed by the student or a parent/guardian with whom they normally reside.

5.5 Other circumstances which may ae authorised

Examples of circumstances that may be authorised include:

- Genuine illness or medical appointments.
- Religious observance where the day is exclusively set apart for religious observance by the religious body to which the parent/guardian belongs.
- Bereavement or compassionate circumstances.
- Court appearances where attendance is legally required.
- Absence for students from traveller families travelling for occupational purposes in accordance with statutory guidance.
- Attendance at another school where dual registration arrangements apply.
- Attendance at provision arranged by the local authority.
- Work experience placements approved by the school.
- Approved educational activities, sporting activities, educational visits or trips organised by the school.
- Circumstances where attendance is prevented by an unavoidable and exceptional event outside the control of the student or family, including significant travel disruption caused by an emergency.
- Periods of suspension or exclusion where no alternative provision has been arranged.

The examples above are not exhaustive and all requests will be considered on their individual merits.

5.6 Unauthorised absence

Absence will normally be recorded as unauthorised where:

- No satisfactory explanation is provided.
- The school is not satisfied that the absence meets the criteria for authorisation.
- A student is absent for a family holiday during term time without approval.
- A student is absent due to birthdays, celebrations, leisure activities or entertainment events.
- A student is absent to visit family or friends.
- A parent/guardian chooses to keep a student at home when they are well enough to attend school.
- Supporting evidence requested by the school is not provided.
- A leave of absence request is declined but the absence is still taken.

This list is not exhaustive and the school reserves the right to determine the appropriate attendance code in accordance with statutory attendance guidance.

5.7 Attendance support, sanctions and legal intervention

The school adopts a support-first approach and will seek to understand and address barriers to attendance before considering legal intervention.

Where attendance concerns arise, the school may implement a range of support strategies, including attendance meetings, attendance plans, mentoring, referrals to external agencies and targeted interventions.

Where support is not engaged with, is unsuccessful, or is not appropriate, the school may request that the local authority consider legal intervention.

Penalty Notices

A penalty notice may be considered where a student has accrued 10 or more sessions of unauthorised absence within a rolling period of 10 school weeks, in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct.

Unauthorised absence may include, but is not limited to:

- Unauthorised leave during term time (G codes).
- Unauthorised late arrival after the register has closed (U codes).
- Other unauthorised absences recorded using the appropriate attendance codes.

Before a penalty notice is requested, consideration will be given to:

- Whether the national threshold has been met.
- Whether support has been offered or provided where appropriate.
- Whether a penalty notice is likely to improve attendance.
- Whether there are safeguarding, SEND or Equality Act considerations which require further consideration.

Penalty notices will be issued and administered in accordance with national regulations and local authority procedures.

Parents may also be issued with a penalty notice where they allow their child to be present in a public place during the first five days of a suspension where the school has notified them

that the child must not be present in a public place during school hours without reasonable justification.

Notices to Improve

Where appropriate, a Notice to Improve may be issued in accordance with local authority procedures.

A Notice to Improve may be used where unauthorised absence is a concern, including unauthorised holidays during term time, repeated late arrival after the register has closed, or other patterns of unauthorised absence.

The Notice to Improve will set out:

- The attendance concerns identified.
- Details of the student's attendance record.
- Support already provided.
- Additional support available.
- The legal responsibility of parents to ensure regular attendance.
- Expectations for improvement.
- The review period.
- The potential consequences of failing to improve attendance.

Failure to secure sufficient improvement may result in a penalty notice or other legal intervention.

5 6. Strategies for promoting attendance

The school is committed to developing and maintaining a culture in which excellent attendance is recognised, valued and expected. We believe that regular attendance is fundamental to academic success, wellbeing, personal development and future opportunities.

Creating a positive school experience is central to promoting good attendance. A broad and engaging curriculum, high-quality teaching, effective pastoral support, a safe and inclusive environment, strong relationships with families, and opportunities for students to participate fully in school life all contribute to encouraging regular attendance.

The school will actively promote the importance of attendance through regular communication with students, parents/guardians and staff. Attendance expectations, key messages and attendance information will be shared consistently through assemblies, tutor time activities, newsletters, reports, parental communications, staff briefings and the school website.

The school operates a recognition and rewards strategy which celebrates and promotes positive attendance. Recognition may be awarded for:

100% attendance
Attendance of 96% or above
Significant improvement in attendance over time
Positive engagement with attendance support and intervention strategies

Attendance achievements will be recognised regularly throughout the academic year through assemblies, certificates, letters and communications home, rewards events, and other appropriate forms of recognition.

The school will regularly review the impact of attendance promotion, recognition and support strategies to ensure they contribute to a culture of high expectations and encourage all students to attend school every day and arrive on time.

7. Supporting students who are absent or returning to school

7.1 Students absent due to complex barriers to attendance, including mental or physical ill health

The Attendance Officer will work collaboratively with the Heads of House, Student Support Co-ordinators, the SENDCO, and the school's Education Welfare Officer, where appropriate, to identify at the earliest opportunity any student absences that are likely to extend beyond 10 days.

The interventions *may* include: a part-time timetable; use of the EBSA resources; internal and external mentoring; facilitating remote learning; providing 1:1 tuition face to face or online with school staff; offering support through the mental health and wellbeing universal offer; making a referral to the Education Welfare Officer and/or the Family Link Worker; making a referral to Pathways learning Centre (where this is authorised by CAMHS or a community paediatrician). *This is not an exhaustive list.*

Arrangements and interventions will be made on an individual basis.

Parents will be communicated with regularly and the arrangements in place will be kept under review whilst the student is not in school.

7.2 Students absent due to SEND

Where a student has an education health and care plan (EHCP) and their attendance falls, or the school becomes aware of barriers to attendance that related to the student's needs, the school will inform the local authority.

7.3 Students returning to school after a lengthy or unavoidable period of absence

School will plan for the re-integration of the student when their health permits, in collaboration with the student, parents and any other professionals. The re-integration plan will be agreed according to the needs of the student. Any medical advice from professionals will be taken into account.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual student, year group and cohort level. Specific student information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students, groups or cohorts that need additional support with their attendance
- Identify students whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the students it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to Tutors to facilitate discussions with students and families, and to the governing board
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific students, where appropriate

8.4 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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education 2024
- Hold regular meetings with the parents/guardians of students who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
    - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
    - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these students. In doing so, the school will sensitively consider some of the reasons for absence
    - Implement sanctions, where necessary (see section 5.2, above)

9 Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Mr G Bryan(Assistant HeadTeacher). At every review, the policy will be approved by the full governing board.

REVISION LOG	
Revision No.	**Brief description of change**
Rev 6 ***February 2018***	-
Rev 7 ***March 2019***	Section 1: The DfE School attendance guidance update (2018) Section 3: DA Attendance Officer role added Section 6: Medical Action Plan changed to Individual Healthcare Plan. Removal of EOTAS Section 7 added and DA student focused move from section 6. Section 7: 94% raised to 98%. Year 6 into 7 letter added. A range of strategies included, not just ACE attenders. Section 8 added. Section 8: Whole school target added.
Rev 8 ***March 2020***	Renamed to attendance and punctuality policy Section 3: DA attendance officer role removed Section 4: Change to timing of AM registers Section 6: Evidence of medical appointment provided. PAM intervention added. Specific information about the possible Fines. Section 9 added
Rev 9 ***June 2021***	Section 2: FYPS changed to YPS Section 4: Registers closed at 9.30am not 10am Section 6: SAFeh changed to EHAP. IEP removed.
Rev 10 ***October 2021***	Section 1: Definitions added Section 3: Roles and responsibilities now match job descriptions of Attendance Officer and Heads of House Section 6 and 7: Stages of interventions added (based on the South Glos Formal Attendance Process timescale)
Rev 11 ***November 2022***	Policy owner changes to J Hewitt 1.0 Policy links updated and definition of severe absence added 3.0 Reference to AHT (Equity) removed 6.0 Reference to Student Planner removed 8.0 Severe absence added 9.0 O.T.R. mentioned
Rev 12 ***December 2023***	Section 3: Reference to EBSA added Section 4: Telephone number updated. Change of timing of AM registers Section 6: Further information about the timings of medical appointments. Information about using the Pastoral mobile added.

	Section 6 and 7: Arrangements for absence in the first week of term added Section 9: Time of school day changed to 8:30am
Rev 13 ***December 2024***	The policy is The Key's model policy and there have been a number of changes to align the policy with the updated 'working together to improve attendance' and the updated codes provided by the Department for Education. Appendix 1 updated. Appendix 2 added.
Rev 14 ***December 2025***	Policy owner changes to J Pratlett There have been several changes throughout the policy in various sections to align with our new reporting tool 'Studybugs' There have been several changes throughout the policy to reference the new role of Associate Assistant Headteacher. Section 3: Katherine Turner is reference as new link governor for attendance. Expectation of student role in improving attendance updated. Section 4: Timings changed to reflect school day for AM and PM registers. Explanation of the U code made clear and that this is also subject to a fixed penalty notice. Section 5: Reference made to requesting evidence of travel if absences takes place either side of holiday request. Appendix 1 added. Previous appendix 1 and 2 has changed to appendix 2 and 3.
Rev 15 ***December 2026***	**Policy owner** changed to G Bryan **2 Legislation and guidance section rewritten –** to reflect the statutory attendance framework introduced in August 2024. Outdated attendance regulations have been replaced with current legislation, and additional guidance relating to safeguarding, SEND, medical needs, behaviour and children missing education has been included. The section also now reflects the DfE's expectation that attendance is a whole-school responsibility delivered through a "support first" approach. **3.4 updated –** To include first day of absence phone calls **4.2 updated -** Unplanned absence updated to specify that reason for absence will be reviewed and evidence may be required. **4.5 updated** – inclusion of:The school will regularly analyse attendance and absence data to identify students, groups and cohorts requiring additional support. Interventions will be prioritised using a support-first approach, working collaboratively with families and external agencies to remove barriers to attendance'=. **4.6 updated -** reporting to parents updated to reflect increased communication **5.0 – Rewritten** - This section has been updated to clarify that the school determines whether absence is authorised, strengthen

	expectations around illness, medical appointments and term-time leave, and provide clearer guidance on attendance support, penalty notices and legal intervention. It also reinforces a consistent, evidence-based approach to attendance decision-making in line with current statutory guidance. **6.0 updated** – inclusion of recognition and communication strategy to develop and embed high expectations in relations to attendance **Appendix 1** - updated to new graduated response

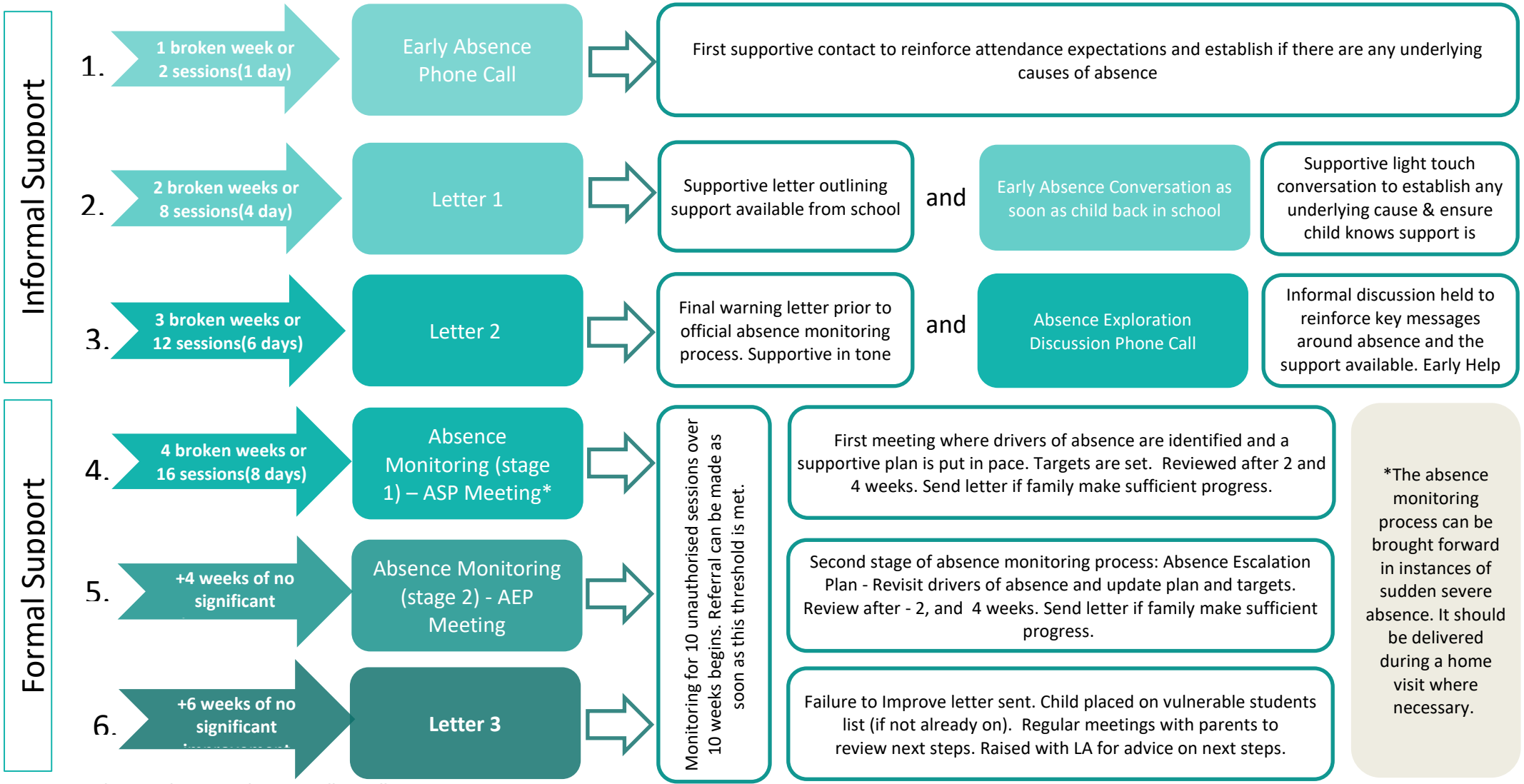
BRIMSHAM GREEN SCHOOL
POLICY / PROCEDURE DOCUMENT

DATE ORIGINATED	May 2010
LAST REVIEW	October 2026
NEXT REVIEW	July 2027
OWNER	G Bryan

TITLE:

Attendance and Punctuality Policy

Appendix 1 – Graduated Response to Absence



Appendix 2 – Leave in term time request form

Leave in term time request form

Please read the following important guidance before making a request:

The current law does not give any entitlement to parents/guardians to take their children on holiday during term time. Any applications for leave must be made in exceptional circumstances and the head teacher must be satisfied that the circumstances warrant the granting of leave. Absence from school without the head teacher's permission will be classed as unauthorised absence and may lead to the issuing of a Penalty Notice (fine).

There have been changes to the Penalty Fine Criteria which have been enforced from 19th August 2024. Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/guardians of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
- The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
- There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
- If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

Please be aware that family holiday even if felt by parents/guardians to be educational activity, will not be authorised by the school.

Further information on school attendance and penalty notices can be found on the South Gloucestershire Council website.

BRIMSHAM GREEN SCHOOL
POLICY / PROCEDURE DOCUMENT

DATE ORIGINATED	May 2010
LAST REVIEW	October 2026
NEXT REVIEW	July 2027
OWNER	G Bryan

TITLE:

Attendance and Punctuality Policy

Name of student:	Date of birth:	Year:
Period(s) of absence requested:		
From:	To:	No of days:
Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed. Please continue a separate sheet if needed.		
Name of parent(s) / Guardian:		
Name of the adult your child is on holiday with (if different from above):		
Signature of parent(s)/ Guardian:	Date:	
Email address and phone number:		

For internal admin use only:

Student name: .....
Class……

Date form received:	Current attendance (%)
Total number of days requested for absence during current academic year:	
Dates requested: From ……. To …… No of Days ……. No of Sessions …….	
Safeguarding paperwork completed and returned Y (For sporting requests for absence)	
Reply letter sent…… SIMS: …….	

Authorised: Request to be authorised and letter sent to parents.

Unauthorised: Request to be unauthorised and letter to be sent to parents ASAP
(NB – if you proceed to take the holiday this may result in a penalty notice being issued)

Signed ……Position ……...
Date……

Appendix 3: Attendance Codes (DfE's guidance on school attendance.)

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
****	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Student is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Student is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Student is participating in a supervised sporting activity approved by the school
W	Attending work experience	Student is on an approved work experience placement
B	Attending any other approved educational activity	Student is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Student is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Student is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Student is at a medical or dental appointment
J1	Interview	Student has an interview with a prospective employer/educational establishment
S	Study leave	Student has been granted leave of absence to study for a public examination
X	Not required to be in school	Student of non-compulsory school age is not required to attend

C2	Part-time timetable	Student is not in school due to having a part-time timetable
C	Exceptional circumstances	Student has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Student is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Student is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Student is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Student has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Student is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Student is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Student is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Student is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every student absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Student is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention

Y6	Public health guidance or law	Student's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Student is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Student has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective student not on admission register	Student has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays