

Attendance Policy

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At Broadmead, we strive to create a nurturing, inclusive environment which enables our children to develop positive relationships. Building from their life experiences, our creative curriculum engages inquisitive minds, developing the independence and resilience they need to meet the challenges of new learning. We celebrate the diversity of the world beyond our school community, developing empathy and respect for all.

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

School Procedures

Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Registration

- School starts at 8:45am so all children should be in their classroom by **8:45am**. Classroom doors close at **8:45am**. Electronic registration is used in all year groups and taken twice per day at **8.45am** and **1.00pm**. A school day counts as 2 marks of attendance.
- Morning registration ends at 8.55am if a pupil arrives after this time he/she should be accompanied by the parent to the main reception where they will be recorded as late and the time of arrival noted. Any pupil arriving after 9.30am will become an unauthorised absence and marked as an absentee for the whole of the morning session.
- It is essential that children arriving and leaving school with a parent/carer outside the normal school hours are signed in or out from the office. The signing in/out register in the office is used in the case of an emergency or a fire drill.

Punctuality

It is essential that children arrive in school on time giving them a positive start to their day. When pupils arrive late they miss important information relating to their learning and disturb the lesson which has already begun.

- The Headteacher will run a **Late Gate** at least once a week. Any pupil who arrives after the school gate has closed will be recorded on the late gate list and the parent will be asked to provide a reason as to why their child is late.
- The school day begins at 8.45am and ends at 3.15pm. Please be prompt when bringing your child into school and collecting them.
- If your child is not collected promptly at the end of the day they will be brought to the school office and you will be required to sign a late collection form before taking them home.
- Punctuality is monitored closely and offenders will receive **Letter 1** after a pupil has been late on 5 occasions or more.
- If, after a further monitoring period there has been no improvement, **Letter 2** will be sent to parents.
- Persistent offenders will be sent **Letter 3**, inviting parents in to meet the Head of School to explore if the school can offer any support and put together an action plan for improvement.

Absence

Parents and carers are requested to telephone the school on the first day of absence, before 9.30am where possible, to report their child's absence and each day thereafter. Parents should ring 020 8300 5854, choosing 1 to report their child absent, providing the child's name, class and reason for absence.

- If the school has not been informed of the reason why a pupil is absent on the first day of absence, the school's attendance officer will endeavour to contact the parent/carer by sending a text to the parent/carer by 10.00am. If no response is received by 12.00pm, a telephone call will be made to the parent of the child.
- The school will contact the 2nd and 3rd emergency contact numbers supplied by the parent if no response is received to inform the school of the whereabouts of a child.
- If there is any doubt regarding the whereabouts of a child, the school will contact the parent/carer by telephone in order to ascertain the safety of the child.
- If your child is absent for more than one day, you will need to inform the school office each morning for the duration of the absence. **This information is required as part of our safe-guarding procedure and our responsibility to ensuring the safety of your child.**
- To ensure the safety of all pupils, contact details need to be kept up to date by supplying the school office with any change of address or home and mobile telephone number.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Please note only the school can authorise an absence, parents do not have this authority.

Examples of authorised absence are;

- genuine sickness supported by proof of illness where possible.
- unavoidable Medical/Dental appointments (a copy of the appointment letter/card will be required).
- family bereavement and days of religious observation (a letter to the Head of School will be required).

Unauthorised Absence

This is where the school has not received information from the parent/carer regarding the absence or where the reason for the absence is one that the school cannot authorise, examples of this are;

- waiting for the Gas Board or a delivery
- shopping or birthday treat

Where necessary, the parent/carer will be contacted to clarify the circumstances for the repeated absences.

Requests for leave during Term Time

A request for leave during term time will only be considered in exceptional circumstances and be granted at the discretion of the Head of School. Leave during term time can seriously disrupt a pupil's continuity of learning and is not an entitlement. One of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class, therefore, it is strongly discouraged by the Government, School Governors and the Head of School.

If you wish to make a request to remove your child from school during term time you will need to complete the form, **Request for term time absence**. This form is available from the school office or it can be downloaded from the website. Once completed it should be submitted to the school office for the Headteacher to consider the request before any arrangements are made as authorisation will not be granted retrospectively. Any absence for leave that has not been agreed by the Headteacher will be recorded as an unauthorised absence. The absence could also be referred to the Education Welfare Officer and may be subject to a fine.

Penalty Notice

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Under section 444 of the Education Act 1996, the Local Authority has the power to fine and prosecute parents for failing to ensure their child's regular attendance at school. Parents who fail to ensure their children attend school regularly without good reason could –

- Receive a Penalty Notice of £60 per parent per pupil which rises to £120 if payment is not made within 21 days.
- If the fine is not paid after 28 days parents run the risk of being prosecuted in the magistrates court and be fined up to £1000

This is in accordance with the Croydon Penalty Notice Code of Conduct.

Holidays

The law regarding holidays in term time changed in 2013. The Education (Pupil Registration, England amendment) Regulations 2013 amended the 2006 Regulations to clarify that leave of absence during term time shall not be granted unless there are "exceptional circumstances".

Holidays during term time will not be authorised and on the advice of the Educational Welfare Officer, may be subject to a fine as detailed above.

If you wish to make a request to remove your child from school during term time for a holiday you will need to complete the form, **Request for term time absence**. This form is available from the school office or it can be downloaded from the website. Once completed it should be submitted to the school office for the Head of School.

To have a week's winter or summer holiday in school time, because the cost is cheaper, does not constitute an exceptional circumstance.

Long Term Absence

5 Consecutive days - If your child has an illness that means they will be away from school for over 5 consecutive school days, medical evidence will need to be provided (e.g this may be a copy of a prescription)

10 Consecutive days - If your child is absent for 10 consecutive school days, on the 10th day the Attendance Officer will submit a '**Child Missing in Education**' form to the local authority. This will be done as part of our safe-guarding

procedure and our responsibility to ensuring the safety of that child. The Education Welfare Office will also be informed and will carry out a home visit.

The school can send material home to enable your child to keep up with school work. Please speak to your child's class teacher or the school office for this to be organised.

Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside of school hours. The school would encourage all parents to make appointments first thing in the morning or late in the afternoon however, we are aware that appointments during school time are sometimes unavoidable. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

Following an episode of vomiting or diarrhoea pupils are requested to remain away from school for a **period of 48 hrs.** This is in line with guidance from the Health Protection Agency for Schools and Childcare Settings and helps to reduce the spread of infection between pupils.

Monitoring of Attendance

Daily monitoring is carried out by the Attendance Officer who will bring any concerns regarding a pupil's attendance to the Head of School's attention. The school will seek to resolve any problems regarding a pupil's attendance as early as possible.

The Educational Welfare Officer and the Attendance Officer meet each half term to monitor pupil attendance and punctuality.

Persistent Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

Attendance at 96% or below

If a child has a repeated number of unauthorised absences and/or their attendance falls below 96% the parents will be written to as follows-

- **Letter 1** will be sent to inform the parent of this and reinforce school policy
- **Letter 2** will be sent to parents if after a further monitoring period of 4 weeks there has been no improvement
- **Letter 3** will be sent to persistent offenders inviting parents in to meet with the Educational Welfare Officer to explore if the school can offer any support. An action plan for improvement will be put together.

Attendance at 90% or below

If a child's attendance fails to improve and falls to 90% or below, they will be invited into school to discuss the problem with the Educational Welfare Officer. The school may also request that the Education Welfare Officer visit the child's home to ensure that the parents understand the seriousness of the situation.

If there is no improvement in a pupil's attendance following discussions and parents and carers repeatedly fail to accept their responsibility for sending their children to school, the school has the right to consider legal action. Therefore, it is important that parents and carers work with the school in order to resolve any difficulties early before any legal action becomes necessary.

Repeated Unauthorised Absence

Unauthorised absences remain on the child's attendance record.

Roles and Responsibilities

The Headteacher

- The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school level absence data and reporting it to Governors.
- The Headteacher also supports other staff in monitoring the attendance of individual pupils.

The Attendance Officer

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Head of School.
- Works with the Education Welfare Officer to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.

Class teachers

- Are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Links with other policies

This policy is linked to our child protection and safeguarding policy.

Appendix 1

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative

		provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day