Maiden Erlegh Trust

SCHOOL ATTENDANCE POLICY

MAIDEN ERLEGH TRUST

Including local arrangements in annexes for:

Birch Hill Primary School and Nursery

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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 (July 2026), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils/students
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil/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 pupils/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 is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (July 2026). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The School Advisory Board

The School Advisory Board is responsible for:

- Setting high expectations of all school leaders, staff, pupils/students and parents
- 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 pupils/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 pupils/students who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils/students, but adapts processes and support to pupils/students' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils/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 pupils'/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 pupils/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
- Sharing effective practice on attendance management and improvement across schools.
- Holding the headteacher to account for the implementation of this policy
- Attendance will be reviewed by Trustees via the Standards Committee

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to School Advisory Board
- Supporting staff with monitoring the attendance of individual pupils/students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the attendance officer to be able to do so
- Working with the parents of pupils/students with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils/students with SEND, including where school transport is regularly being missed, and where pupils/students with SEND face in-school barriers

- Communicating with the local authority when a pupil/student with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil/student's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils/students and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- 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 pupils/students, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils/students and their parents/carers
- Delivering targeted intervention and support to pupils/students and families
- Contact information for the designated senior leader responsible for attendance can be found in Annex 1.

3.4 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 the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher or other person authorised by the headteacher when to issue fixed-penalty notices
- Contact information for the attendance officer can be found in Annex 1.

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1).

3.6 School admin/office staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the pastoral lead where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, 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 are expected to:

- Make sure their child attends every day on time
- Report their child's absence before 9am 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 relevant pastoral lead at school.

3.8 Pupils/Students

Pupils/students are expected to:

- Attend school and lessons every day, on time

Representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students whose attendance falls below 90%.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils/students onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil/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 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil/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 school day timings are in outlined in Annex 1.

4.2 Unplanned absence

Parents must notify the school of the reason for the absence on the first day of an unplanned absence before the start of the school day by contacting the school using the details in Annex 1.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school may 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.

We expect repeated absence for the same illness, condition or ailment to be supported by evidence that medical advice or other appropriate professional support has been sought.

When a child is unwell and absent over a short period (less than a week), the school will assume that they are not well enough to complete work. In this event, teachers will not normally provide work for children to complete but will support them to catch up on their return.

When a child is absent over a longer period due to an illness which is supported by a medical note the school will work with child and their family to arrange work for them as appropriate.

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 pupil's parent notifies the school in advance of the appointment. The school may ask for evidence of the appointment.

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

The pupil/student's parent 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 pupil/student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

When pupils/students do not respond to support and are repeatedly late to school without a valid reason we will apply consequences, details of which can be found in our Behaviour Policy.

4.5 Following up unexplained absence

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

- Call the parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil/student's emergency contacts, the school may undertake a home visit or contact 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 pupil/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 absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil/student's youth offending team officer
- Where appropriate, offer support to the pupil/student and/or their parents to improve attendance
- Identify whether the pupil/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 the school may issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below).

4.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels. This is explained in Annex 1.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils/students to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil/student during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

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

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil/student is authorised to be absent for.

Leave of absence will not be granted for a pupil/student to take part in protest activity during school hours.

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

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 15 school days before the absence, and in accordance with any leave of absence request form (details in Annex 1). The headteacher may require evidence to support any request for leave of absence. If a pupil/student is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil/student or a parent they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil/student's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be

travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil/student is attending educational provision
- If the pupil/student is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil/student to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil/student is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience *(see note below)*
- If there is any other unavoidable cause for the pupil/student not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

All work experience placements must be organised and approved by our external provider to ensure they comply with guidelines and legislation. In some cases, a long-term work placement will form part of a student's timetable.

Funerals

We will approve one day of absence for children to attend the funeral of a close family friend or relative. Where there is a requirement for overseas travel, schools will authorise one day for the funeral plus a day either side for travel (i.e. 3 days in total). Any other associated leave will be recorded as unauthorised.

Flexi-schooling

This is a legally recognised arrangement where a child is registered at school but attends part-time, with the remainder of their education provided at home. Parents must formally request flexi-schooling in writing, outlining their proposed schedule and educational provision. Each request will be considered on a case-by-case basis, with approval granted only where it aligns with the child's best interests and does not compromise statutory safeguarding responsibilities. Attendance will be monitored in line with DfE guidance, and any concerns regarding engagement or progress may lead to a review or withdrawal of the arrangement. Any flexi-school arrangements will be reviewed termly.

5.2 Sanctions and response

When a child has been absent for an extended period (usually 10 days or more) and that absence has not been authorised, they are likely to be reported to the local authority Children Missing Education (CME) team for investigation.

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil/student
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil/student must not be present in a public place on that day).

Each parent who is liable for the pupil/student's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil/student, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil/student attends school.

They will include:

- Details of the pupil/student's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far

- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Other sanctions for poor attendance or punctuality

Could include

- A temporary or permanent ban from representing the school on trips, visits or public activities.
- A temporary or permanent ban from taking part in school social activities.
- The withdrawal of an allocated place on a school trip, visit or activity.

6. Supporting pupils/students who are absent or returning to school

6.1 Pupils/students absent due to complex barriers to attendance

We will work with pupils/students and their families on a case-by-case basis to encourage them back to school.

Where appropriate we will follow advice for Emotional Based School Avoidance and in some situations, we may introduce a part-time or modified timetable. In some instances, we will employ off-site provisions as a means to engage pupil/students.

We will liaise with Early Help, Social Care or other agencies as appropriate and necessary.

6.2 Pupils/students absent due to mental or physical ill health or SEND

Please refer to our Children with Health Needs Who Cannot Attend School policy.

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

6.3 Pupils/students returning to school after a lengthy or unavoidable period of absence

The Attendance Officer and or relevant pastoral leader will liaise with the pupil/student and their parents to aid a smooth transition back to school. In some instances, this may require a part-time or modified timetable.

6.4 Safeguarding absent children

When children are absent for three days or more, we aim to undertake safeguarding sighting visits as follows:

	Unauthorised code	Authorised code
Vulnerable children	In person by day 3 and alert SW	In person or virtual by day 3 and alert SW
Non-vulnerable children	In person by day 5	In person or virtual by day 5
EBSA children	5-day virtual sightings	
Ongoing absence	To be sighted every 5 days	
In all cases, if the child has been sighted by another agency this can replace the school visit.		
Social worker to be alerted if a vulnerable sighting visit has failed, and/or if the absence continues.		

Examples of children who may be considered vulnerable include those who:

- Are open to social care
- Are looked after by a local authority (in care)
- Have special educational needs and disabilities (SEND)

7. Attendance monitoring

Attendance, absence and punctuality data is recorded electronically in our Management Information System, Bromcom.

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil/student, year group and cohort level.

Specific pupil/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 School Advisory Board.

Attendance data is also monitored by Trust School Improvement Team and the Board of Trustees.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils/students, groups or cohorts that need additional support with their attendance, and
- Identify pupils/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

7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils/students, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils/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 class teachers/form tutors, to facilitate discussions with pupils/students and families, and to the School Advisory Board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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 pupil/student's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils/students, where appropriate

7.4 Reducing persistent and severe absence

Persistent absence is when a pupil/student misses 10% or more of school, and severe absence is where a pupil/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
- Hold regular meetings with the parents of pupils/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 pupils/students. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the School Improvement Director: Culture and Safeguarding. At every review, the policy will be approved by the Trust Education Standards Committee.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Children with health needs who cannot attend school policy

10. Attendance codes

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

The pupil/student is counted as present.		
/	Present (am)	Pupil/student is present at morning registration
****	Present (pm)	Pupil/student is present at afternoon registration
L	Late arrival	Pupil/student arrives late before register has closed
The pupil/student is counted as present, at an Approved Educational Activity		
B	Other approved educational activity	Attending an approved educational activity arranged by the school
K	Education provision arranged by the LA	Attending local authority-arranged alternative provision
P	Sporting activity	Participating in an approved sporting activity
V	Educational visit or trip	Attending a school-organised educational visit
W	Work experience	Attending an approved work experience placement
The pupil/student is counted as absent, authorised.		
C	Exceptional circumstances	Leave authorised by the headteacher for exceptional circumstances
C1	Regulated performance/employment abroad	Authorised absence for licensed performances or employment abroad
C2	Part-time timetable	Absence in line with an agreed part-time timetable
E	Suspension or permanent exclusion	No alternative provision yet arranged
I	Illness	Physical or mental health illness
J1	Interview	Employment or educational interview
M	Medical or dental appointment	Attendance at a medical or dental appointment
R	Religious observance	Religious festival or observance recognised by the parent's faith
S	Study leave	Approved leave to prepare for a public examination
T	Parent travelling for occupational purposes	Parent's work requires travel and the child accompanies them
Unauthorised absence		
G	Holiday not authorised	Term-time holiday not approved by the school
N	Reason not yet established	No reason for absence has yet been provided
O	Other unauthorised absence	Absent without an acceptable reason
U	Late after register closes	Arrives after the register has closed
Unable to attend school because of unavoidable cause These codes are collected for statistical purposes only		

D	Dual registration	Attending another school where the pupil is also registered
Q	Lack of access arrangements	Required access arrangements are unavailable
Y1	Transport unavailable	Usual transport has not been provided
Y2	Widespread travel disruption	Attendance prevented by significant disruption to travel
Y3	Part of school closed	Attendance prevented by closure of part of the premises
Y4	Whole school unexpectedly closed	Entire site unexpectedly closed
Y5	Criminal justice detention	Pupil detained in the criminal justice system
Y6	Public health guidance or law	Attendance prevented by public health restrictions or legislation
Y7	Other unavoidable cause	Attendance prevented by another unavoidable exceptional circumstance
Administrative codes These codes are collected for statistical purposes only		
#	Planned whole-school closure	School closed to all pupils, e.g. INSET day or holiday
X	Not required to attend	Non-compulsory school-age pupil not required to attend
Z	Prospective pupil	Has accepted a place but is not yet on roll

ANNEX 1: KEY ATTENDANCE INFORMATION

The school day starts at 8:50 and ends at 3:15 for EYFS/KS1 and 3:20 KS2

The register closes at 9:15. Arrivals after this time will be recorded as an unauthorised absence unless an explanation is provided, and the school accepts it as a justification.

To report an absence please inform the school before 8.45AM on the day of absence.

You can contact the school via the email address below or phone: Tel: 01344 455815 Email: bhpabsence@maidenerleghtrust.org

The strategic lead for school attendance is: Mr M Dillon, Headteacher – contact via email to: bhpsecretary@maidenerleghtrust.org

For support on a day-to-day basis, you should contact: Mrs D Payne, Attendance Officer & Family Support Advisor – contact via email to: bhpsecretary@maidenerleghtrust.org

We will regularly inform parents about their child's attendance and absence levels in their child's report.

We will celebrate all pupils with 100% authorised attendance at Termly Celebration Assembly with certificates/book.

Parents of pupils whose attendance falls below 90% are informed directly by letter.

Parents of pupils whose attendance continues to fall below 90% are offered direct support and advice from the school team, the school's own education welfare officer or the local authority education welfare service.

For wider help and support with school attendance families can contact:

- Your child's class teacher either face to face after school or via email to: bhpsecretary@maidenerleghtrust.org
- The Attendance Team at the Local Authority: Bracknell Forest: Click here
- Early Help is a service provided to families by the local authority to avoid situations escalating. The availability of provision varies between authorities, but it could be support from a Family Support Worker, Parenting Support, Youth Worker or Primary Mental Health Worker. Families can ask for help themselves or ask school to make a referral in their behalf.

ANNEX 2: STRATEGIES FOR PROMOTING AND IMPROVING ATTENDANCE AT BIRCH HILL PRIMARY SCHOOL AND NURSERY

Parents are kept informed of the importance of attendance through messaging and weekly newsletters. Communication with families is vital in raising pupil attendance. Key messages include:

- We consistently see that our most successful pupils often have 100% attendance rates.
- If your child is too unwell for school, please remember you MUST inform the school of their absence before 8:45am on the morning of their absence otherwise, they will be recorded as missing, forcing the office to chase you. This could delay our response to a genuinely missing pupil.
- We send information letters to parents each half term to highlight your child's attendance percentage if it has fallen below 90%, sometimes 95% if a pattern of absence is detected.

Every single day a child is absent from school equates to a day of lost learning.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed
99% attendance	Two days of absence across the year
97% attendance	Five days of absence across the year
95% attendance	Nine days of absence across the year: one week and four days of learning missed.
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed.
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.

Punctuality

Arriving at school on time and ready to learn is the best start to the day for our children. Even being 5 minutes late per day can add up to 3.4 school days missed.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

Absence

This school expects pupils to attend school for the entire duration of the academic year, unless there are good reasons for the absence and the absence is authorised. There are two main categories of absence: • Authorised absence is when the school has accepted the explanation offered as satisfactory justification of the absence or given approval in advance for the absence. • Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence after a parent's request. Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result, the absence may not be authorised.

Term time holidays

Holidays during term time are not authorised and any holiday taken during term time will be recorded as an unauthorised absence. Any child absent from school due to a holiday will miss out on important learning and will fall behind with their schoolwork. There are 190 statutory school days, and all holidays should to be arranged in the remaining 175 days outside of term time. Please support us by making doctor, dentist and medical appointments outside of school hours when possible and ensure your child arrives at school on time.

Illness

Keeping your child off school with a minor ailment such as headache or cold is not acceptable. Repeated absence will require us to request that you obtain evidence from your doctor's surgery, such as a stamped appointment card or a prescription. Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost.

Lateness

Parents and carers are expected to bring their child to school on time. A child arriving after registration, i.e., after 8.45am is disruptive for the class and embarrassing for the child. Vital information is given at the start of the school day and the child's learning may be affected if he/she is not present for the full session. Punctuality is an important life skill. Persistent lateness will be followed up by the school and may be referred to the Education Welfare Service if it continues.