



Braunstone Community
Primary School

Be the best version of you!

Attendance Policy

2026 – 2028

Date Ratified by the Advisory Board: September 2024

Updated: July 2026

Next Review Date: July 2028





Introduction

At Braunstone Community Primary School (BCPS), our children make our school special. We want every child to be the best version of themselves. Being in school every day and on time helps children learn well and take part in all the opportunities BCPS offers.

Good attendance is a shared responsibility. Pupils, parents and carers, school colleagues and the Advisory Board all have an important part to play in helping children attend school regularly.

If getting to school is difficult, please let us know. We have colleagues in school who can support you, your child and your family. We also work with the Education Welfare Service when extra help is needed. This policy follows Department for Education guidance and explains how we can work together to support good attendance.

Our attendance target is 97%. We know that some absence is unavoidable, but we will work with families to support the best possible attendance for every child.

Parents and carers are legally responsible for making sure their child receives a full-time education. For most children, this means coming to school regularly. If a child does not attend school regularly, this may lead to legal action.

By law, school must record every morning and afternoon absence as either authorised or unauthorised. This is why parents and carers must tell us the reason for every absence. An authorised absence is one the school agrees is unavoidable, such as illness, a medical or dental appointment that cannot be made outside school time, an emergency, or another serious reason. We may ask for medical evidence where needed.

An unauthorised absence is an absence that the school does not agree is reasonable, or where permission has not been given. Unauthorised absences can lead to Local Authority action, including fines or legal proceedings.

Examples of unauthorised absence may include:

- Keeping a child off school when it is not necessary.
- A child missing school without permission during the school day.
- Absences that have not been properly explained.
- Arriving too late to receive a morning mark.
- Absences for reasons such as shopping, birthdays or looking after other children.
- Trips or holidays in term time that have not been agreed by the school.
- Any other reason that the Headteacher does not agree is justified.

We understand that children may sometimes be too ill to come to school. At other times, a child may feel worried or reluctant to attend. If this happens, please contact school as soon as possible so we can work with you and your child to help. It is usually better to support your child to attend, rather than keeping them at home, as this can make returning to school harder.

Reporting an Absence

If your child is absent from school for any reason, please phone the school office or send a message through the Arbor App. You must tell us why your child is absent and how long you think they will be away from school. For safeguarding reasons, please contact school before 9.15am. If your child has not arrived and we have not heard from you, school will try to contact you before 10am. If we cannot contact you or an emergency contact, school colleagues may make a home visit. If the reason for absence is accepted by the Headteacher, it will be authorised. If the reason is not accepted, or no reason is given, the absence will be recorded as unauthorised.

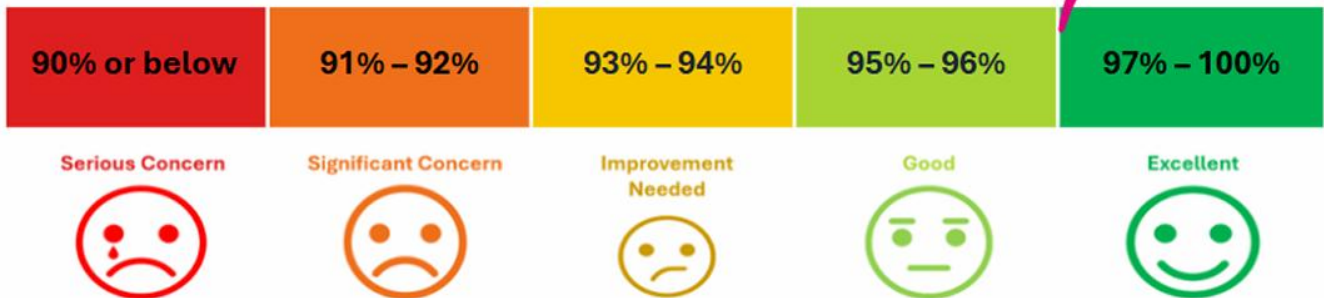


Your Attendance Matters

#EveryMinuteCounts!



TARGET 97%



**In school, every day and on time or
you miss out!**



08:45 AM



Punctuality

8.35am

Playground gates are open – Wellinger Way and Cort Crescent

8.43am

Classroom doors are open

8.50am

Classroom doors are shut and registers are taken. Children arriving after this time will be marked late.

8.55am

Playground gates close. Late arrivals must go to the main office using the Cort Crescent gate. The register closes at 9.15am; children arriving after this time will receive a U code.

If children are late, they may:

- miss the start of lessons or morning routines
- miss important messages or instructions
- find it harder to join in with learning
- feel unsettled when coming into class late
- miss the start of assessments or important activities
- miss the morning toast offer

Stage 1	1-2 lates An email will be sent reminding parents and carers of the importance of good punctuality.
Stage 2	3-5 lates within a half-term Parents or carers will receive a phone call from school to discuss the reasons for being late.
Stage 3	6-9 lates within a half-term Parents or carers will be invited to attend a meeting regarding punctuality.
Stage 4	More than 9 lates within a half-term May result in a referral to Education Welfare Officer, Social Care or Early Help.

3.05pm

Playground gates open for end of school – Wellinger Way and Cort Crescent

3.15pm

Classroom doors open for end of school

3.25pm

Playground gates close

Late pickups must be collected from the school office.

Late Collections will be monitored following the same staged process as above. Other agencies may need to be contacted if parents or carers are regularly late for collection. This will be at the discretion of the head teacher. If children are not collected by 4pm and there has not been any communication from parents or carers a phone call will be made to the police and/or social care for advice and support for the school.

Holidays During Term Time

Holidays in term time affect your child's learning in the same way as any other absence. We ask parents and carers not to take children out of school during term time. Any money saved by taking a holiday in school time can be outweighed by the impact on your child's education and possible Fixed Penalty Notices.

There is no automatic right to take time off school for holidays or trips. If you need to request leave during term time, you must complete a leave of absence form from the school office before the absence. The Headteacher can only agree this if the reason is exceptional. The decision will be confirmed in writing. If you do not receive written confirmation, the absence has not been agreed.

Any leave taken without written agreement from the Headteacher, or any extra days taken beyond what was agreed, will be recorded as unauthorised. This may lead to a Fixed Penalty Notice for each parent and each child. A first penalty notice is £80 if paid within 21 days, or £160 if paid within 28 days. A second penalty notice for the same child within three years is £160. If a penalty notice is not paid, the Local Authority may take further legal action.

Family bereavement

We understand that the death of a close family member can be very difficult for a child. School will respond with care and sensitivity to requests for time off to attend a funeral or related family events. These absences may be authorised by the Headteacher.

Religious festivals

Absence may be authorised for a day set apart for religious observance by the religious body to which the family belongs. Please contact school in advance so the absence can be recorded correctly.

Offsite activities

Approved educational activities are treated as authorised absences e.g. music / dance exams.

Suspended Pupils

If a pupil is suspended or permanently excluded and no alternative provision has been arranged, the absence will be recorded using the correct attendance code.

Monitoring Attendance

Daily absence, punctuality and attendance will be monitored by the school's attendance officer, family support worker, office staff, class teachers and support colleagues, as well as the senior leadership team. Whole school attendance is reviewed regularly and reports are submitted to the Advisory Board.

Persistent Absence

A pupil becomes a 'persistent absentee' when their attendance is at 90 % or below. Absence at this level causes considerable damage to any child's educational prospects and we need full support and co-operation to tackle this. BCPS monitors all pupil absence closely and where there are concerns about your child's attendance, we will be in touch with you about this. Pupils who are identified as persistently absent are monitored carefully. Persistent absence is highly likely to result in a referral to the Education Welfare Service.

Part-time timetables

A part-time timetable will only be used in exceptional circumstances and when it is in the best interests of the child. It must be agreed with parents and carers, reviewed regularly and used for the shortest time possible. The aim will always be to support the child back into full-time education as soon as they are ready.

Severe Absence

Pupils with attendance below 50% are classed as severely absent pupils and need a significantly high level of support.

- Parents should work with the school and local authority to improve attendance.
- Families should engage with support and early help offered.
- The school will monitor attendance closely and provide additional support.
- The school and local authority will work together to create an attendance improvement plan.
- Pupils with severe absence will be prioritised for support from relevant services.
- Additional family or specialist support may be provided where needed.
- Any safeguarding concerns linked to absence will be addressed promptly.
- Attendance will be considered within Child in Need and Child Protection plans where appropriate.

Support for pupils with medical conditions or SEND

- Parents should work with the school and local authority to help remove barriers to attendance.
- Parents should engage with the support offered.
- The school will promote high attendance expectations for all pupils.
- The school will provide pastoral support and reasonable adjustments where needed.

- Individual healthcare plans and EHCP provision will be implemented where appropriate.
- The school will seek additional support from external agencies and make referrals when necessary.
- Attendance data for vulnerable groups will be monitored regularly by leaders and governors.
- The local authority will work with schools and external services to provide coordinated support.
- Where a child cannot attend school for health reasons, the local authority will ensure suitable education is arranged.

Support for pupils with a social worker

- Parents should work with the school and local authority to improve attendance.
- Parents should engage with the support offered.
- The school will identify pupils who have, or have had, a social worker.
- The school will recognise the impact that safeguarding and welfare issues can have on attendance.
- The school will maintain high expectations and aspirations for attendance and achievement.
- Additional academic support and reasonable adjustments will be provided where needed.
- The school will work closely with social workers and share attendance concerns, including unexplained absences.
- The local authority will work with schools and social care services to improve attendance.
- Virtual School Heads will monitor attendance, provide advice and training to schools, and support strategies to improve attendance for children with a social worker.

Support for looked after and previously looked after children

- Parents should work with the school and local authority to remove barriers to attendance.
- Parents should engage with support offered and contribute to Personal Education Plans (PEPs).
- The school will maintain high expectations for attendance and achievement.
- The designated teacher will provide leadership and support for looked-after and previously looked-after pupils.
- The school will work with the Virtual School Head to develop and review Personal Education Plans.
- The school will work closely with parents and carers to promote good attendance.
- Pupil Premium Plus funding may be used to support attendance and engagement where appropriate.
- The local authority and Virtual School Head will monitor attendance, provide advice and support, and ensure effective Personal Education Plans are in place.
- The local authority will work to minimise disruption to education and promote positive attendance outcomes for looked-after and previously looked-after children.

Statutory Information

Aims

We are committed to promoting good attendance, reducing absence and acting early where concerns arise.

Equal opportunities

We believe that it is the right of all children, parents and carers, regardless of ethnicity, gender, sexuality, disability, ability, linguistic, cultural or home background to be included in all aspects of school life. Each child will be valued as an individual and individual needs about settling in will be dealt with sensitively and in partnership with the child's parent or carer. Whenever possible translations will be available of all relevant documents and interpreters arranged for parents/children who have English as an additional language. The school ethos and environment must welcome and reflect families from different cultures and backgrounds.

Legislation and guidance

This policy follows Department for Education guidance on school attendance, including Working together to improve school attendance, and refers to the Department for Education's statutory guidance on school attendance parental responsibility measures. These documents are drawn from legislation that sets 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The education \(penalty notices\) \(england\) \(amendment\) regulations 2013](#)

This policy also refers to the DFE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

The Advisory Board

The advisory board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the advisory board, DSAT central team and senior leadership team
- Supporting colleagues with monitoring the attendance of individual pupils.
- Issuing fixed-penalty notices, where necessary.

The SLT member responsible for attendance

The attendance leader is responsible for:

- Overseeing, directing and co-ordinating the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school.
- Ensuring attendance data is up-to-date and issues are shared with the headteacher and the senior leadership team.
- Information is made regularly available to all colleagues, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that the advisory board is fully aware of attendance data and targets
- Meeting with the attendance officer regularly to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

The Attendance Officer

The attendance officer is responsible for:

- Monitoring attendance data across the school and at an individual pupil level
- Reporting concerns about attendance to the headteacher
- Working with education welfare officers, LA, court officers, inclusion team, CME and PME units to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Advising the headteacher when to issue fixed penalty notices

Class teachers

Class teachers are responsible for recording attendance daily and submitting this information to the school office.

Discussing attendance figures with parents, at parent consultation evenings

Sharing attendance figures with their whole class and pupil level in an age-appropriate manner

School admin colleagues

School admin colleagues are expected to take calls from parents about absence and record it on the school system.

All school colleagues

All teaching and support at Braunstone Community Primary School will:

- Support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.
- Take responsibility to set a good example in matters relating to their own attendance and punctuality.

All parents and carers

Parents and carers play a key role in helping children attend school regularly and on time. BCPS will support and work with families where attendance is a concern.

Parents will also be expected to:

- Ensure their children attend the school regularly.
- Support their children's attendance by keeping requests for absence to a minimum.
- Not expect the school to automatically agree any requests for absence and not condone unjustified absence from school.
- Report absence on the first day, following the Reporting an Absence section above.
- Ensure their children arrive at school on time, properly dressed and with the right equipment for the day.
- Work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities.
- Contact the school without delay if they are concerned about any aspects of their children's school lives. BCPS will endeavour to support parents to address their concerns.

Recording attendance

Attendance register

We will keep an attendance register and place all pupils onto this register. Classroom teachers are responsible for completing the attendance registers. The attendance officer will complete the register using the prescribed codes (see appendix 1)

We will take our attendance register at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch). It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Unplanned absence

Parents and carers must report unplanned absence on the first day, as explained in the Reporting an Absence section.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide 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/carers will be notified of this in advance.

If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised.

Planned Absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents may be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

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

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling parents to understand why a child has not been in school.
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite parents into a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.
- Where parents do not engage, the absence will be considered unauthorised and could contribute to a fixed penalty notice being issued.
- Refer the matter to the education welfare officer (EWO) if attendance is a concern.

The school will also:

- Ensure proper safeguarding action is taken where necessary. This may include a home visit by a member of the school's pastoral team.
- Identify whether the absence is approved or not and identify the correct attendance code to use.

Children at risk of missing education

Braunstone Community Primary School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, we will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. Where colleagues have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Reporting to parents

We will report pupil attendance to parents at the following times:

- At parents evening in the autumn and spring term.
- In newsletters and whole school displays.
- Upon the request of the parents.
- Where attendance drops below the expected threshold set by the school, parents will be notified by letter.
- Via the Arbor App

Authorised and unauthorised absence

Approved Educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance daily before entering the appropriate code in the register.

Absences after close of class registers



Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the headteacher.

Children from traveller communities

Children from traveller communities are expected to attend school regularly. Absence for travelling may only be authorised when a parent or carer is travelling for occupational purposes and the child is travelling with them. This will be recorded using the current T code where appropriate.

Families should tell school before travelling and complete the appropriate request form. Absence for other reasons should be requested using the school's usual leave of absence process.

Travel for reasons such as holidays, birthdays, weddings, visiting relatives or other family events will not normally be authorised unless the Headteacher agrees there are exceptional circumstances.

Colleagues training

The school attendance leader will ensure that all colleagues responsible for taking registers, including any temporary or supply colleagues, receive sufficient training to enable them to perform the task accurately.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Where any pupil has absences recorded because of an unauthorised family holiday, we are required to inform Leicester city council who will issue penalty notices as set out below. This applies to any unauthorised leave of absence taken reaching a total of 4 days or more in any school year. Penalty notices can and will be issued for the following:

- A registered pupil has been absent for more than 20 sessions in any six-week period, and
- The la is satisfied that there is sufficient evidence to show the parent has committed an offence under section 444(1) education act 1996, and
- A formal warning of the possibility of a penalty notice being issued has been served giving a maximum of 15 school days to affect an improvement, and
- 2 penalty notices have not been issued in the past 12 months in respect of the child in question (if so, alternative processes are necessary).

If issued with a fine, or penalty notice, parents must pay £80 per parent, per child within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Applications for leave during term time must be made in writing and in advance, with evidence where appropriate. Each request will be considered individually. Leave will only be agreed in exceptional circumstances.



Strategies for promoting attendance

At BCPS, we actively encourage pupils to attend school. All pupils should be aware of the importance of regular school attendance. To encourage pupils to attend school we:

- Celebrate good attendance by displaying and celebrating individual and class achievement:
- Daily 100% class attendance; best class attendance for each phase group in our weekly celebration assembly; send email updates to parents/carers; individual pupils weekly 100% attendance.
- Actively promote good attendance in newsletters and parents evening

Attendance monitoring

Attendance officer monitoring

Attendance is monitored regularly at whole-school, group, class and individual pupil level. This helps us identify concerns early and put support in place.

Managing and storing data

By law, registers must be kept for at least 3 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored on an encrypted mis system.

We collect and store attendance data using Arbor. This will be used internally for the following reasons:

- Track the attendance of individual pupils.
- Identify whether there are groups of children whose absences may be a cause for concern.
- Monitor and evaluate those children identified as needing intervention and support.

End of day and collection arrangements

Children should be collected on time at the end of the school day. If someone different is collecting your child, or if you are going to be late, please contact the school office as soon as possible. For safeguarding reasons, we need the person's name, relationship to your child and contact number before we can allow your child to leave with them.

If late collection happens regularly, we will meet with families to discuss support. If concerns continue, we may need to contact other agencies for advice and support.

8. Monitoring arrangements

This policy will be reviewed when guidance from the local authority or Department for Education is updated, and at least every two years by the Headteacher. At every review, the policy will be approved by the Advisory Board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Attendance codes

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

Code	Meaning	When this is used
/	Present at school: morning session	Pupil is present at morning registration.
\	Present at school: afternoon session	Pupil is present at afternoon registration.
L	Late arrival before the register has closed	Pupil arrives late but before the register has closed.
K	Attending education provision arranged by the local authority	Pupil is attending education arranged by the local authority.
V	Educational visit or trip	Pupil is attending an approved educational visit or trip.
P	Participating in a sporting activity	Pupil is taking part in an approved sporting activity.
W	Work experience	Pupil is attending an approved work experience placement.
B	Other approved educational activity	Pupil is attending another approved educational activity.
D	Dual registered at another school	Pupil is attending another school where they are also registered.
J1	Interview	Pupil is attending an interview with a prospective employer or educational establishment.
C1	Leave of absence for regulated performance or employment abroad	Pupil has authorised leave for a regulated performance or employment abroad.
M	Medical or dental appointment	Pupil is absent for an unavoidable medical or dental appointment.
S	Study leave	Pupil is on authorised study leave.
X	Non-compulsory school-age pupil not required to attend	Pupil is not of compulsory school age and is not required to attend that session.
C2	Part-time timetable	Pupil is absent from a session they are not required to attend as part of an agreed part-time timetable.
C	Leave of absence for exceptional circumstances	Pupil has authorised leave for exceptional circumstances.
T	Parent travelling for occupational purposes	Pupil is travelling because their parent is travelling for work purposes.
R	Religious observance	Pupil is absent for a day set apart for religious observance.
I	Illness	Pupil is too ill to attend school.
E	Suspended or permanently excluded with no alternative provision made	Pupil is suspended or permanently excluded and no alternative provision has been arranged.
Q	Lack of access arrangements by the local authority	Pupil cannot attend because the local authority has not made access arrangements.
Y1	School transport not available	Pupil cannot attend because school transport normally provided is not available.
Y2	Widespread travel disruption	Pupil cannot attend because of widespread travel disruption.

Y3	Part of school premises closed	Pupil cannot attend because part of the school premises is closed.
Y4	Whole school site unexpectedly closed	Pupil cannot attend because the whole school site is unexpectedly closed.
Y5	Pupil in criminal justice detention	Pupil cannot attend because they are in criminal justice detention.
Y6	Public health guidance or law prevents attendance	Pupil cannot attend because public health guidance or law prevents attendance.
Y7	Any other unavoidable cause	Pupil cannot attend because of another unavoidable cause.
G	Holiday not granted by the school	Pupil is absent for a holiday that was not agreed by the school.
N	Reason for absence not yet established	Pupil is absent and the reason has not yet been established.
O	Absent in other or unknown circumstances	Pupil is absent in circumstances that are not authorised or where no acceptable reason has been given.
U	Arrived after the register closed	Pupil arrived after the register closed.
Z	Prospective pupil not on admission register	Pupil has not yet joined the school and is not on the admission register.
#	Planned whole or partial school closure	School is closed to pupils for all or part of the session.