



BROMSGROVE SCHOOL

ATTENDANCE POLICY

Author:	Senior DSL
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Scope:	All Schools

BROMSGROVE SCHOOL ATTENDANCE POLICY

1. INTRODUCTION

At Bromsgrove School, we recognise the crucial role that regular school attendance plays in students' academic achievement, wellbeing, and overall life opportunities. This policy outlines our commitment to improving school attendance and the roles of various stakeholders in achieving this goal.

This policy has regard to and should be read in conjunction with [Keeping Children Safe in Education \(KCSIE\)](#) (DfE 2025), [Working Together to Improve School Attendance](#) (DfE 2024), the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) and the [Education Act 2002](#), and applies to all pupils of compulsory school age and, where applicable, to children in the Early Years Foundation Stage and Sixth Form year groups.

This policy should also be read in conjunction with the following School policies and procedures:

- Safeguarding Children Policy: All Schools
- Supervision of Pupils Policy: All Schools
- Supervision and Missing Child Policy: Pre-Prep
- Supervision and Missing Child Policy: Winterfold
- Supervision, Registration, and Missing Child Procedure: Senior School
- Supervision, Registration, and Missing Child Procedure: Preparatory School
- Supervision, Registration, and Missing Child Procedure: Winterfold
- Guidance for When a Pupil Presents Feeling Unwell: Prep and Senior Schools (Boarding)
- Admissions Policy: All Schools
- Parent Contract: All Schools
- Wellbeing and Mental Health Policy: All Schools

High standards of attendance and punctuality maximise educational opportunities for all students. There is a link between regular attendance and academic achievement; consistent attendance contributes to better academic achievement and understanding of taught material. Consistent attendance is also important for students' social and emotional wellbeing, as regular attendance helps build stable routines and strong peer relationships. We work with our families and the local authority to remove barriers to attendance and support students' needs. We encourage a team approach, involving parents, teachers and external agencies in developing strategies to improve attendance. We aim to foster community involvement and awareness about the importance of regular school attendance. We provide ongoing training for staff on attendance policies and effective intervention strategies. We have a team of staff across the schools who support the Senior DSL in ensuring a consistent approach to attendance.

We see education as a partnership between home and school. We believe that good attendance at School is a crucial factor in a child's education.

The reasons for this are:

- to support learning, progress and academic outcomes
- to develop good habits of routine and gain a sense of rhythm for the week
- to build and sustain a range of relationships
- to build self-esteem and gain confidence.

2. POLICY AIMS

- To set out the attendance and punctuality expectations of the School
- To set out the School's procedures for maintaining registers, monitoring levels of attendance and punctuality, identifying trends and patterns, and working with parents to understand reasons for student absence
- To clearly set out the roles and responsibilities of all stakeholders, including parents

- To ensure all stakeholders involved in supporting attendance are equipped to carry out their role
- To set out how the School works with the local authority to help families improve attendance
- To set out the review and evaluation expectations of this policy

3. LEGAL FRAMEWORK

Parents

Where this policy refers to a parent, this includes all those who have parental responsibility for a child or young person. According to the Education Act 2002 and subsequent amendments, parents are legally responsible for ensuring their child receives a full-time education suitable to their age, ability, and special educational needs and disabilities (SEND).

School

The School works within the scope of the regulations listed in section one of this policy. We highlight the legal obligations for parents to ensure their child attends school regularly and explain the potential legal consequences for parents if their child persistently misses school without a valid reason. The School maintains accurate admission and attendance registers, monitors attendance regularly, reports patterns of absence to the relevant authorities and ensures all student attendance records are kept up to date and accurately reflect daily attendance. The School regularly reviews attendance data to identify and address emerging issues promptly. The School fulfils statutory reporting requirements to the local authority and other relevant bodies, providing data on attendance and absence rates where required.

4. STAFF RESPONSIBLE

- Senior Attendance Champion: Julia Boonnak, jboonnak@bromsgrove-school.co.uk
- Preparatory School Attendance Champion: Tanya Hill, thill@bromsgrove-school.co.uk
- Pre-Preparatory School Attendance Champion: Ben Etty-Leal, benettyleal@bromsgrove-school.co.uk
- Winterfold House School Attendance Champion: Ross Mitchell, rmitchell@bromsgrove-school.co.uk
- Attendance and Safeguarding Governor: Anne Cleary, acleary@bromsgrove-school.co.uk

The Attendance Champion in each School is DSL trained.

5. EXPECTATIONS OF THE SCHOOL

Every pupil of compulsory school age is entitled to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have.

Bromsgrove Senior School, Preparatory School, Pre-Preparatory School, and Winterfold House School expect high standards of attendance and punctuality from all their pupils and will work together with families to achieve this, developing and maintaining a whole school culture that promotes this.

We will fulfil our legal responsibility in the completion of pupil registers, ensure a good level of attendance (aiming for 95%+), ensure a good level of punctuality (aiming for 95%+), monitor attendance within the School, identify issues and put procedures in place to work with families and the local authority to support children in accessing their right to a high-quality education.

6. PROCEDURES

Registration

The start times and end times of the School day are given below:

School	Start of School day and registration	Close of morning register	End of School day	Contact to request a leave of absence	Contact to report an unexpected absence
Senior School	08:20	08:50	17:15	The pupil's Houseparent (via this online form for day pupils)	Reception 01527 579679
Preparatory School	08:20	08:50	15:50	Mrs Tanya Hill, Deputy Head Prep	Reception 01527 579679
Pre-Preparatory School	07:30 breakfast club 08:00 main doors open and morning care Register at 08:45	09:00	Nursery 15:00 Reception 15:10 Year 1 15:20 Year 2 15:30 Aftercare 18:00	Mr Michael Marie, Headmaster	Reception 01527 579679
Winterfold House School	Pre-Prep 08:40 Prep 08:30	Pre-Prep 09:00 Prep 08:35	Pre-Prep 15:30 Prep Mon 16:00 Prep Tue 17:00 Prep Wed 16:00 Prep Thur 17:00 Prep Fri 16:00 Aftercare 18:00	Mrs Denise Toms, Headmistress	Reception 01562 777234

Parents of Senior School pupils requesting a leave of absence in advance should contact the pupil's Houseparent in the first instance ([via this online form](#) for day pupils), who may on occasion refer the request to Mr Al McClure, the Deputy Head (Pastoral). Senior School day pupils in Year 10 and below are not allowed to leave the site during the school day, unless accompanied by a member of staff for a trip, the dates of which are published in advance.

At the Preparatory School the academic day ends at 15:50 although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff (School transport does not depart until 17:40 from locations at the Senior School and Prep School campuses). Pupils may remain in supervised prep until 17:15, with additional supervision taking place until 17:30 each evening when the School closes. No Prep School pupils are permitted to leave the school campus during the formal school day unless accompanied by a member of staff for a trip or sporting fixture (the dates of which are published in advance). Prep School boarders are permitted to visit Bromsgrove town, after school on Wednesday and then on Saturday afternoon, as part of the enriching boarding environment.

At the Pre-Preparatory School, there is the option for pupils to access the School's wraparound care either by selecting to attend the Breakfast Club (07:30 to 08:00), using the Morning Care option 08:00 to 08:30) or joining Aftercare at the end of the academic day (available until 18:00). No Pre-Preparatory School pupils are permitted to leave the School campus during the school day unless they are being collected by a parent or known adult (with permission to do so) or they are participating in an agreed Educational Visit, accompanied by members of staff.

At Winterfold, Children in Kindergarten 1 and Kindergarten 2 attend 5 sessions or more, which parents can organise according to their personal circumstances. This ensures continuity for the child throughout the week. There are both morning and afternoon sessions or parents may opt to give their child full-time education. Parents may use the morning and after-school facilities between 08:00 and 18:00. For children in Kindergarten 1 and 2, and in Reception, the day starts at 08:40 and finishes at 15:30. There is optional morning and after-school care. Years 1 and 2 registration is at 08:40 and collection at 15:30. There is optional morning and after-school care. Years 3 to 8 pupils begin the day at 08:30 and finish at 16:00 on a Monday, Wednesday and Friday. On a Tuesday and Thursday, School finishes at 17:00. All pupils in these years may use the School's wraparound care between 08:00 and 18:00. There are a range of activities and extra-curricular lessons which take place after school and many pupils stay to take part in these.

Unwell Pupils During the School Day

Day pupils: If a pupil feels unwell during the day, they must tell their teacher who may send them to the School Reception/Office. They will be treated by the appropriate member of staff who will advise the pupil either to return to lessons or arrange for parents/guardians to collect them from School; in the latter case, the School Receptionist, if not the person dealing with the child, will be informed that the pupil is going home.

Boarding pupils: Boarders are cared for by the Houseparents, Assistant Houseparents, residential staff and a team consisting of Housemothers and House Tutors. Together, they are responsible for boarders during term time, including ensuring that pupils are safely occupied outside normal School hours. We expect boarders to live with parents or their appointed guardian when away from School during all holiday periods. Parents are asked to provide written authority to the Houseparent before a boarder leaves School to stay with another family.

If a boarder is unwell, they will be taken to the Boarders' Clinic and Wellbeing Hub, or a School nurse will visit them in the House. The nurse will then inform the Houseparent, Assistant Houseparent, Residential Matron or Housemother if a pupil is to be absent from School and this will be communicated to staff via the Boarders' Clinic and Wellbeing Hub register.

Addressing Absenteeism

School Receptionists follow up on unreported or unexplained absences promptly to ensure student safety and wellbeing, making initial contact with parents (or in the case of boarders, Houseparents) to understand the reason for absence and offer support. This contact will usually be a phone call, but we may conduct home visits or meetings with parents if necessary to engage with families and understand the barriers to attendance. If parents or carers are not available, contact would be made with emergency contacts. At least two different contacts with phone numbers are held for each child.

For students with identified attendance issues, we may develop targeted action plans and collaborate with local authorities, other schools, and agencies to provide additional support and resources for students and families. For students with mental or physical health issues, special educational needs, or disabilities, we may create individualised support plans in collaboration with healthcare providers and parents. These plans address the specific needs of each student to ensure they receive the necessary support to attend school regularly.

For those with persistent (under 90%) or severe (under 50%) attendance issues, the support plans may include specific actions, timelines, and review dates. Regular reviews are conducted to assess effectiveness and make necessary adjustments, ensuring structured support and accountability. We will work with local authorities to initiate legal action if necessary, ensuring all supportive measures have been exhausted. We maintain detailed documentation of all interventions and communications with parents regarding attendance issues.

Working with Families

We aim to develop strong, positive relationships with families to support attendance, discussing the link between attendance, attainment, and wellbeing with parents and students. We involve students and parents in discussions about their attendance and academic goals, encouraging them to take ownership of their attendance. We aim to maintain clear and consistent communication with parents regarding attendance expectations and policies using multiple channels such as letters, phone calls, and meetings to ensure parents are well-informed. We flag issues early and will contact families at the first sign of attendance problems to offer support and solutions.

Special Circumstances

For prolonged or frequent absences due to illness, medical evidence such as doctor's notes or medical documentation may be required. This helps the School understand and support the child's individual needs.

Temporary part-time timetables may be used as part of a re-integration plan for students with significant health issues. These timetables will be reviewed regularly to transition the student back to full-time attendance as soon as possible. Any reduced timetable agreement is shared with the local authority by the Attendance Champion of the relevant section of the School.

Children in the Early Years Foundation Stage

Regular attendance is expected of early years children including those who are not yet of compulsory school age. Absence should be notified to the School according to the provisions outlined in the Procedures and Parental Responsibilities sections of this policy. Family holidays should be taken in school holiday periods wherever possible. Any unexplained absence will be followed up by the School in line with this policy on the day it occurs with parents/carers, or emergency contacts if parents are uncontactable. Concerns regarding attendance including prolonged absence will be followed up and referred externally in accordance with statutory guidance and the School's Safeguarding Children Policy.

7. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Staff Who Take Registration

For all pupils of compulsory school age, the attendance register is completed at the start of the morning and afternoon session. It shows whether the pupil is:

- Present
- Absent
- Attending an approved educational activity outside the School approved by the School and supervised by a person approved by the School
- Unable to attend through exceptional circumstances (unavoidable closure of the school site or part of it; unavailability of transport provided by School or the local authority, where the home is not within walking distance)
- Taking authorised absence (granted leave of absence by the relevant Headmaster or Headmistress; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Registers are kept on iSAMS, the School's management information system.

The registration codes are set out in Appendix 1 together with explanatory notes.

Administrative Staff Who Support Registration Procedures

School receptionists play a vital role in ensuring the safety and wellbeing of students by promptly addressing any unreported or unexplained absences. As part of their responsibilities, they take action to make initial contact with parents to ascertain the reasons behind a student's absence. The School holds more than one emergency contact number for each pupil. If no contact can be made, then the School will attempt to contact the child's parents using the other contact numbers for the child. Where the staff taking a registration have entered a code A (where the reason for absence was unknown at the time), administrative staff will endeavour to establish the correct reason for absence and enter this on iSAMS within five school days, but if the correct reason cannot be established in that time, code O is entered. See Appendix 1 for details of attendance codes. For queries regarding the most suitable attendance code, the Attendance Champion or statutory guidance [Working Together to Improve School Attendance](#) can be consulted.

Attendance Champions

The Attendance Champions are designated individuals in the School's Senior Management Team who drive a culture of high attendance and advocate for attendance as a key priority in the School's strategic plans. They lead the development, implementation, and review of the School's Attendance Policy, ensuring that the policy aligns with national guidance and includes clear procedures for escalating attendance concerns.

The Attendance Champions meet regularly as a team, to ensure a whole school approach to attendance.

The Attendance Champions monitor the attendance registers regularly for any emerging trends or patterns of absence, or when a pupil is absent without a good reason, or if a pupil's attendance or punctuality falls below 90%. If such a pupil is identified from this monitoring, then the Attendance

Champion will work together with the pupil and their family to understand the barriers to attendance and/or punctuality and offer support to improve.

Attendance Champions build strong relationships with parents to encourage attendance and address barriers collaboratively and promote pupil awareness of the importance of good attendance and involve them in setting attendance goals. They also work with the local authority and external partners to coordinate responses to attendance issues, participating in multi-agency efforts to support families and pupils where required.

They ensure all staff are trained to understand attendance expectations and how to implement interventions, share best practices and provide guidance to staff dealing with attendance issues. They report regularly to the School's leadership teams and governors on attendance matters, setting and monitoring attendance targets and ensuring progress is reviewed systematically.

Designated Safeguarding Leads

All staff report any concerns to the Attendance Champion, and Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), of the relevant section of the School. If the child is known to any other service such as Children's Social Care, then the School will contact them for relevant information. The School will ascertain the reason for the absence, ensuring that proper safeguarding action is taken as required; identify whether the absence is approved or not; and identify the correct code to be used before entering it onto the School's electronic register.

Senior Management Teams

The Senior Management Teams (SMT) are responsible for embedding a culture of high attendance across the School. They ensure that attendance is prioritised within the School's strategic planning, oversee the development and implementation of effective attendance policies, and allocate resources to support attendance initiatives. SMT monitors attendance data regularly, identifying trends and pupils at risk of persistent absence, and ensures appropriate interventions are implemented. They also engage with parents, staff and external agencies to address attendance barriers and provide regular updates to governors on progress towards attendance targets.

Governors

Governors oversee the School's approach to attendance, ensuring policies are effective and aligned with statutory guidance. They monitor attendance data, hold the Senior Management Teams accountable for improving attendance, and ensure resources are allocated to address barriers.

8. PARENTAL RESPONSIBILITIES

Parents and guardians play a vital role in ensuring their child's regular and punctual attendance at school.

Parents of children of compulsory school age (this starts at the beginning of the term after that in which the child becomes five) must:

- ensure their child attends school every day the School is open to ensure that they receive efficient full-time education
- ensure a good level of attendance (95%+)
- ensure a good level of punctuality (95%+)
- contact the School on the first day of absence to explain the reason for the absence, and if possible, an expected return date. Parents should understand that in law, it is the School who decides whether the absence is going to be authorised or not. The School will base this judgement on the reason provided for the absence and/or the level of the absence
- contact the School on any subsequent day of absence offering a reason for absence
- for absences extending beyond three days, parents should provide additional updates and any relevant medical evidence to support prolonged or frequent absences
- provide the School with current contact information and promptly inform the School of any changes. This ensures the School can reach parents quickly if needed

- avoid taking family holidays during term time. Any leave of absence must be requested in advance and will only be granted in exceptional circumstances. Parents must not expect any leave of absence to be granted for the purpose of a holiday
- be aware of the legal obligations regarding school attendance.

We also ask that parents:

- adhere to the School's drop-off and pick-up times and communicate any changes in advance to avoid unnecessary confusion
- engage with the School if there are any barriers preventing regular attendance, such as health issues, transportation difficulties, or family circumstances
- cooperate with the School in developing and implementing support plans to improve attendance. This may involve attending meetings, creating action plans, and accessing external support services
- create a positive home environment that encourages regular attendance. Ensure a routine that supports good sleeping habits and punctuality
- keep up to date with school communications, including newsletters, emails, and announcements related to attendance policies and expectations
- instil the importance of education and regular attendance in the child. Discuss the benefits of attending school regularly and show interest in their school activities and progress
- provide medical evidence such as doctor's notes or medical documentation for prolonged or frequent absences due to illness.

Reporting absences

Parents should notify the relevant School reception of their child's absence at the beginning of the first day of absence. The School should be informed of the reason for the absence, and if possible, the expected date of the child's return to school. The School will always contact the parent on the first day of an unexplained absence in order to obtain a reason for a child's absence.

Requesting leave of absence

Applications for leave of absence should be made in writing to the named person in the above table in section 6 and will be considered. Leave of absence will only be granted in exceptional circumstances.

Authorised absence is when the School has given approval for a pupil of compulsory school age to be absent from school or has accepted an explanation offered afterwards as satisfactory justification for absence. Absences will only be authorised when the relevant Headteacher is satisfied that the reason for absence is genuine and meets the following criteria:

- the child is attending an approved educational activity off site, i.e. interviews, school trips, sporting events, music examinations, etc.
- the child is unable to attend through exceptional circumstances (unavoidable closure of the school site, or part of it; unavailability of transport provided by the School or the local authority, where the home is not within walking distance)
- the child is observing a religious festival
- the child has an agreed medical appointment and the School has been notified in advance
- the child is too ill to come to school and the parents have given specific symptoms
- there are specific circumstances, usually agreed in advance by the relevant Headteacher, where a child is unable to attend the School, i.e. parent graduation, family bereavement and/or funeral, public performances, emergencies, family weddings (usually for one day only, although for weddings in foreign countries, the relevant Headteacher has the discretion to authorise up to five days)
- a temporary time-limited, part-time timetable, where the pupils is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable
- leave for Exceptional circumstances can be granted at the discretion of the relevant Headteacher. Each application will be considered individually taking into account the specific facts and

circumstances and relevant background context behind the request. If granted, the Head will determine the length of time the pupil can be away from school

- children of non-compulsory school age will be allowed to be absent for sessions they are not timetabled.

All other absences must be treated as unauthorised. The appropriate code will be used in the register.

Examples of unauthorised absence could be:

- family birthday
- holidays not agreed
- shopping
- minding the house
- looking after other children
- hair cuts
- buying shoes or uniform
- illness of grandparents and extended family members

The School sends term dates to parents over a year in advance in order that holidays can be arranged in the school breaks without disrupting the children's education. Please note that it is the School's policy usually not to allow holiday to be taken during term time.

No parent can demand leave of absence for the purpose of a holiday as of right. The relevant Headteacher has discretionary power to grant authorised leave of absence on behalf of governors. Holidays within term-time will normally be regarded as unauthorised.

9. TRAINING AND DEVELOPMENT

All staff will receive training on the importance of attendance and their role in promoting and supporting it. This includes understanding the legal framework, identifying early signs of attendance issues, and implementing effective interventions. The School provides staff with resources and tools to effectively manage and support student attendance. Best practices in attendance management are shared across the School community. This includes successful strategies from other schools and new research findings.

The Senior DSL receives local authority training and information is disseminated to the Attendance Champions through weekly meetings.

10. REVIEW AND EVALUATION

This policy will be reviewed annually to ensure its effectiveness. The review will consider feedback from staff, parents, and students, and governors, as well as attendance data trends. Strategies will be adjusted as necessary to improve outcomes.

APPENDIX 1: ATTENDANCE REGISTER CODES

Present

School Code	Description	Government Code
/	Present (morning session)	/
\	Present (afternoon session)	\
L	Late arrival before the register is closed/late to a lesson (NB for am and pm registration [pm includes period 5 in Prep and Senior Schools] this should only be used if the pupil was off site when the register was taken, and then returned before the register closed e.g. before 08:50 or 14:35. Normally this would therefore not be used for pm/period 5, even if the pupil was in a music lesson, if verified that would be \ or NL. For lesson registration (Prep and Senior School) it can be used to indicate late arrival at lessons other than period 5.	L
V	Educational visit or trip	V
P	Sporting activity	P
NL	On Site, not in lessons/Study period	/
BC	In Boarders' Clinic	-
BH	In Boarding House ill	-
W	Work experience arranged by the School	W
B	Attending any other approved educational activity	B

Authorised Absence

School Code	Description	Government Code
I	Illness (not medical or dental)	I
M	Medical or dental appointments	M
J1	Attending an interview (employment or another educational institution including taster days)	J1
S	Study leave for a public examination	S
X	Non-compulsory school age pupil not required to attend School (e.g. pre-school age child not timetabled for that session, Sixth Form study leave for internal examinations – not to be used when a non-compulsory school age pupil doesn't attend a timetabled session or for compulsory school age pupils)	X
C1	Participating in a regulated performance	C1
C2	Temporary part-time timetable	C2
C	Approved leave for exceptional circumstances	C
RO	Religious observance	R
E	Suspended or excluded	-
F	Flight (boarders only)	-
Y1	Transport issues	Y1
Y2	Widespread transport disruption	Y2
Y3	Partial closure of School premises	Y3
Y4	Whole School site unexpectedly closed	Y4
Y5	Criminal detention	Y5
Y6	Public health guidance or law	Y6
Y7	Any other unavoidable cause	Y7

Unauthorised Absence

School Code	Description	Government Code
G	Holiday not approved	G
A	Reason for absence not yet established (must be changed to the correct absence code within five school days)	N
O	Reason for absence unknown despite attempts to establish	O
UL	Late after registration closed	U