



BROMSGROVE SCHOOL

ATTENDANCE POLICY

Author:	Senior DSL
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Scope:	All Schools

BROMSGROVE SCHOOL ATTENDANCE POLICY

1. INTRODUCTION

At Bromsgrove School, we recognize 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 Working Together to Improve School Attendance 2024 [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118111/Working_together_to_improve_school_attendance_-_GOV.UK_(www.gov.uk).pdf).

2. POLICY AIMS

- To promote high standards of attendance and punctuality to maximize educational opportunities for all students.
- To emphasize the link between regular attendance and academic achievement, highlighting how consistent attendance contributes to better grades and understanding of the material.
- To stress the importance of attendance for students' social and emotional wellbeing, as regular attendance helps build a stable routine and strong peer relationships.
- To work collaboratively with families and local authorities to remove barriers to attendance and support students' needs.
- To encourage a team approach, involving parents, teachers, and external agencies in developing strategies to improve attendance.
- To foster community involvement and awareness about the importance of regular school attendance.
- To ensure all staff understand their role in supporting attendance and are equipped to take appropriate action.
- To provide ongoing training for staff on attendance policies and effective intervention strategies.
- To clearly define the roles and responsibilities of each staff member in monitoring and promoting attendance.

3. LEGAL FRAMEWORK

Parents

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 needs.

School

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. We maintain accurate admission and attendance registers, monitor attendance regularly, and report patterns of absence to the relevant authorities and ensure all student attendance records are kept up to date and accurately reflect daily attendance. We regularly review attendance data to identify and address any emerging issues promptly. We fulfil statutory reporting requirements to the local authority and other relevant bodies, providing data on attendance and absence rates where required.

4. PARENTAL RESPONSIBILITIES

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

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	Mr Al McClure, Deputy Head (Pastoral)	Reception 01527 579679
Preparatory School	08:15	08:45	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 8:45	09:15	Nursery 15:00 Reception 15:10 Year 1 15:20 Year 2 15:30 After care 6.00	Mr Michael Marie, Headmaster	Reception 01527 579679
Winterfold House School	08:30	09:00	18:00	Mrs Denise Toms, Headmistress	Reception 01562 777234

Parents must:

- ensure their child attends school every day the School is open, unless the child is too ill to attend or has an authorized reason for absence
- ensure the child arrives at school on time each day. Late arrivals can be disruptive and negatively impact the child's learning
- avoid taking family holidays during term time. Any leave of absence must be requested in advance and will only be granted in exceptional circumstances
- inform the School on the first day of their child's absence. This notification should include the reason for the absence and, if possible, an expected return date
- 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
- 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.

5. SCHOOL RESPONSIBILITIES: STRATEGIES FOR IMPROVING ATTENDANCE

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.

School Culture

Our school culture values high attendance, and we communicate expectations clearly and consistently through newsletters, assemblies, and parent meetings. We may run campaigns and initiatives to raise awareness about the importance of attendance and implement programs to recognize and reward good attendance, such as certificates, awards, and special events. Our reward systems recognise good attendance and punctuality. This can include certificates, assemblies, and other forms of positive reinforcement.

Data Collection and Monitoring

We aim to identify attendance issues early and work with families to address them. Early intervention can prevent minor issues from becoming major barriers to attendance. We monitor attendance daily, recording and monitoring attendance. We maintain accurate records of all reported absences and the reasons provided. We regularly review attendance data to identify patterns of absenteeism and utilise this data to inform interventions and support plans.

Addressing Absenteeism

We follow up on unreported or unexplained absences promptly to ensure student safety and well-being. We make initial contact with parents 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.

We may develop targeted action plans for students with identified attendance issues 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 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.

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 health needs while promoting attendance and coordinate with healthcare providers to develop health plans that support regular school attendance. 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.

6. 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.

7. REVIEW AND EVALUATION

This policy will be reviewed annually to ensure its effectiveness. The review will consider feedback from staff, parents, and students, as well as attendance data trends. Strategies will be adjusted as necessary to improve outcomes. The School is committed to continuously improving its approach to attendance management.

8. CONTACTS

For further information or support regarding attendance, please contact:

- 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