

NW/LR

5<sup>th</sup> September 2025

Dear Parent/Carer

## Attendance is important at The Bemrose School

Firstly, we would like to welcome your son/daughter to the new year at The Bemrose School. We are delighted to say we have seen the pupils make a really good start.

Pupils who have full attendance in the first two weeks of term are far more likely to have attendance above 95%. Pupils with attendance at or above 95% meet or exceed personal and academic expectations.

At The Bemrose School, we place a high focus on attendance and, as such, have an expectation that all students will strive to exceed our school target of 95%. We celebrate every child who reaches 100% attendance each term. **GOOD ATTENDANCE MATTERS**

### *By raising your child's attendance, you are raising their chances*

Everything says that children who attend school regularly, 95%+, achieve better results in their exams and, consequently, have a better chance of success in life. Our aim is to work with you as parents to ensure all our pupils receive the most from their education.

No child should miss school apart from in exceptional circumstances. As a school, we have a responsibility to promote good attendance and to support when attendance drops. The Bemrose School follows Derby City Councils guidance and code of conduct in relation to attendance and therefore if a child of compulsory school age fails to attend regularly at a school, the parents may be guilty of an offence and can be prosecuted. This can result in fines of up to £2,500 and imprisonment of up to three months.

[Education penalty notices - Derby City Council](#)

## What is your child's attendance?

100% attendance	This is where all of our students aspire to be. 100% means no days off throughout the year.
95% attendance	This is around 6 days lost throughout the year. Your child's attendance is below 100% and they should try to attend every day moving forward.
Below 90% attendance	If a pupil's attendance falls below 90% (19 school days of absence), they will be classed as a persistent absentee and escalated action will have to be taken to improve their attendance.

## Frequently asked questions: what do we do?

### What if my child is sick?

We do understand that children become ill from time to time and, should your child be too ill to attend school, we ask that you contact School on 01332 366711 by 9am. You should contact the school on each morning of absence. You may receive a call back from one of our attendance officers or a home visit, to check all is ok, if no contact is made from home.

We try to work with parents to ensure that all children are well supported on their return from absence. If we have reason to doubt an illness, we will always discuss this with you and may ask you to provide medical evidence – such as a doctor's note – to evidence the absence in question. We will not ask for medical evidence unnecessarily.

### My child has a medical appointment. Can they be absent?

Medical appointments should not be taken during school time where possible. Where it is essential for an appointment to take place during the school day, we allow a two hour window for a child's departure and return to minimise the disruption to learning. In these cases, please provide the school with sight of the child's appointment card.

### We want to go on a family holiday. Is this allowed?

The government is very firm in their guidance that schools are not allowed to authorise leave of absence during term time, including for family holidays, unless there are exceptional circumstances. Any period of unauthorised absence may result in you, as a parent, receiving a fixed penalty notice fine. Our school office can provide you with a form if you wish to request leave under exceptional circumstances. If you make this request, you will be expected to provide details of the trip and the date on which this was booked and other additional information. As a policy we do not generally authorise term time trips away from school for 3 or more days.

We recognise that the vast major of parents elect not to take their child out of school due to the detrimental impact it can have on their child's studies.

### What time is late? What happens if my child is late?

All children are expected to arrive at school for 8.25am in secondary and 8.40am in the primary, through the school doors.

All children receive a registration session in the morning with their class teacher or form tutor. During this time, key messages are shared. In the Primary phase, Morning Challenge starts at 8:40. Morning Challenge is an important maths lesson where children practice their maths skills.

Any child who arrives after 8.30am or 8.50am should report to reception. Staff will take the pupils late mark and they must go to lessons promptly and may receive a sanction for their lateness.

## What happens if the school has concerns about my child's attendance?

The school monitors pupils' absence on a daily, weekly and termly basis. If your child's absence causes concern, we will contact you to discuss this. We will always start with a phone call for us to discuss any barriers to learning.

If your child's attendance does not improve, you may be called to a parenting contract meeting or Early Help Assessment. Both of these meetings are to be seen as a supportive measure to ensure that your child attends regularly and on time to prevent escalated action being taken by the local authority.

Should you have any further questions in relation to our attendance process then please do not hesitate to contact Angela Dent, Attendance manager at [attendance@bemrose.derby.sch.uk](mailto:attendance@bemrose.derby.sch.uk)

Thank you for your continued support in helping your child to fulfil their academic ability at The Bemrose School.

Yours sincerely



Mr Neil Wilkinson  
Executive Headteacher