



THE BEMROSE SCHOOL

ATTENDANCE POLICY

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Date of last review: JUNE 2026

Date of next review: JUNE 2027

1. Aims

This policy reflects our ambition and 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 \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil 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 have the support in place to attend school

The Bemrose School is committed to working in partnership with parents and carers, so that pupils achieve their full academic and personal potential, and they perform their legal duty to ensure their children of compulsory school age attend regularly. Good regular attendance, at or above 95%, allows pupils to benefit as fully as possible from everything the school has to offer. Our aspiration is that all pupils attend at least 97% every year. When absences occur, it is more difficult for pupils to achieve their best. We realise that some absences are unavoidable and offer a range of support if pupils have particular problems.

2. Legislation and guidance

This policy meets the requirements of the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). 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 Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis through the 'Heads Report'.

They achieve this through:

- Setting high expectations of all school leaders, staff, pupils 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, 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 who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils 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 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, 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

The link Governor for the strategic oversight and monitoring of attendance is Ollie Shearer. It also holds the Executive Headteacher to account for the implementation of this policy

3.2 The Executive Headteacher

The Executive Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data at a forensic level including groups and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Designated Attendance leader and Attendance Officer to be able to do so
- Working with the parents of vulnerable pupils and those with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an Education, Health and Care (EHCP) Plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance [Care and Guidance Lead]

The designated member of the Leadership team is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and forensically 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, 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 and their parents/carers

- Delivering targeted intervention and support to pupils and families

The designated leader responsible for attendance is Rebecca Broderick and can be contacted via rbroderick@bemrose.derby.sch.uk. The Care and Guidance Lead also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

3.4 The Lead Attendance Officer and Attendance officer

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Executive Headteacher
- 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
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Executive Headteacher when to issue fixed-penalty notices

The lead attendance officer is Angela Dent and can be contacted via attendance@bemrose.derby.sch.uk

3.5 Class Teachers and Form Tutors

Class teachers and form tutors responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information electronically or by paper copies if needed to the school office during each session and ideally in the first 10 minutes of a session.

3.6 School Office and Admin staff

School Office and Admin staff will:

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

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes [see Appendix A], and submitting this information to the school office.

3.7 Care and Guidance Team

Care and guidance staff are expected to take calls from parents about absence and record it on the school system.

3.8 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 and to all timetabled sessions on time
- Call the school to 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 child's class teacher or Head of Year who can be contacted via 01332 366711

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time
- Attend every timetabled session, on time
- Ensure a call to school is made from home to report their absence before 9am on the day of the absence

4. School Procedures

4.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. There is an electronic school register. It will mark whether every pupil 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.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

Secondary Pupils

Pupils must arrive in school by 8.25am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 8.45am. The register for the afternoon session will be taken at 1.50pm and will be kept open until 2.05pm.

Primary Pupils

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.00am. The register for the afternoon session will be taken:

EYFS 12:45 and will be kept open until 13:00

KS1 13:15 and will be kept open until 13:30

KS2 13:30 and will be kept open until 13:45

4.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health as practically possible (see also section 6).

Parents must email attendance@bemrose.derby.sch.uk or telephone 01332 366711 and press option 5.

Where the absences are 3 or more days, the school may conduct a welfare check on family.

Absence due to physical or mental illness will be authorised unless the school has a genuine concern about the authenticity of the illness. We will mark absence due to 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 is in doubt, the school may ask parents 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 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.

Parents should inform school well in advance, at least 24 hours in advance, of the planned appointments and provide proof 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 should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See Section 5 to find out which term-time absences the school can authorise

4.4 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents must notify the school in advance of a medical or dental appointment. Parents must email attendance@bemrose.derby.sch.uk or telephone 01332 366711 and press option 5

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 5.

4.5 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

Pupils who arrive at school late to school will go straight to late gate, where they will be welcomed into school by the Care and Guidance Team, where pupil will provide the reason for their lateness. The lateness will be recorded on the signing in system.

If a child receives 2 or more lates on Thursday, Friday, and Monday – they will be collected Tuesday evening.

If a child receives 2 or more lates on Tuesday and Wednesday – they will be collected Thursday evening.

Pupils who have 2 or 3 lates, will stay after school for 30 minutes. Pupils with 4 or more lates, will stay after school for 1 hour. (Tuesday/Thursday evening)

4.6 Following up unexplained absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

On the first day of absence, home will be contacted by the Head of Year or the Primary Attendance Team, to ascertain the validity of the absence. This will always be via phone call, if parents do not answer, a text message will be sent home.

After 3 days continuous unexplained absences, further contact will be made to home by a member of the Attendance team or the Head of Year. This ensures that parents or carers are aware of the absence and allows us to offer to provide work to be completed at home if the pupil is likely to be absent for a long period of time.

On return to school a letter stating the date(s) of absence and reason for absence is required, unless a Leave of Absence Form has previously been filled in or an acceptable reason was given to the Headteacher.

4.7 Reporting to parents

If there are concerns with a pupils' attendance, then the Attendance Team will contact the parent or carer of the pupil. Written communication, telephone calls, parent meetings and

home visits are undertaken by the Attendance Team in an attempt to work with the parent or carer to improve the pupils' attendance.

All attendance figures are communicated to parents and carers through the termly reporting cycle.

5. Authorised and unauthorised absence

5.1 Granting approval for term-time absence

The Executive Headteacher or Head of School will not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The Executive Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Headteacher's or Head of School discretion.

Valid reasons for **authorised absence** or '**exceptional circumstances**' include:

- Illness and medical/dental appointments
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Executive Headteacher's or Head of School is satisfied that the circumstances are truly exceptional.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- To attend a wedding or funeral of a close relative if the Executive Headteacher's or Head of School is satisfied that the circumstances are truly exceptional
- Traveller pupils 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 is attending educational provision
- Study leave – study leave is not granted by default, and is only granted to pupils in Year 11 or 13

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.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks prior to the absence and in accordance with any leave of absence request form,

accessible via admin@bemrose.derby.sch.uk. The Executive Headteacher may require evidence to support any request for leave of absence. This may include air tickets, date of purchase of air tickets, dated medical notes, evidence of events linked to the request to travel.

5.2 Legal sanctions

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. Schools can authorise the right to fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The school will work alongside Derby City Council as laid out in the letter below

[PenaltyNoticeparentinfoAugust2024.pdf](#)

Penalty notices

The Executive Headteacher or Heads of School, 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
- 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 must not be present in a public place on that day).

Each parent who is liable for the pupil'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, 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 not 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 attends school.

They will include:

- Details of the pupil'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 does not 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 time frame 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
- A 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 the parent or withdraw the notice.

5.3 Strategies for Promoting Attendance

Rewarding good and improved attendance

- Excellent attendance letters, celebration events and certificates
- Attendance assemblies
- Celebration in the school newsletters
- Postcards home
- Letters home
- Small gifts
- Vouchers
- Incentives / raffles
- Trips

6. Attendance Monitoring

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health.

If a pupil's absence goes above three days, we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence [PA] threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. The threshold for severe absence is below 50%.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors.

The Attendance team works alongside the Education Welfare Service and tracks the attendance of individual pupils, identifies whether or not there are particular groups of children whose absences may be a cause for concern, and monitors and evaluates those children identified as being in need of intervention and support.

6.1 Analysing attendance

The school will:

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

6.2 Using data to improve attendance

The school will

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that have identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 6.3 below)
- Provide regular attendance reports to class and form teacher, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads, pupil progress 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's absence is at risk of becoming

persistent or severe, including keeping them informed regarding specific pupils, where appropriate

6.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil 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 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. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

7. Monitoring arrangements

This policy will be reviewed every year by the Executive Headteacher, Heads of School, Deputy Headteacher – Inclusion, the Designated lead for attendance and the Link Governor. At every review, the policy will be shared with the governing body.

8. Links with other policies

This policy is linked to our

- Safeguarding policy
- Behaviour Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

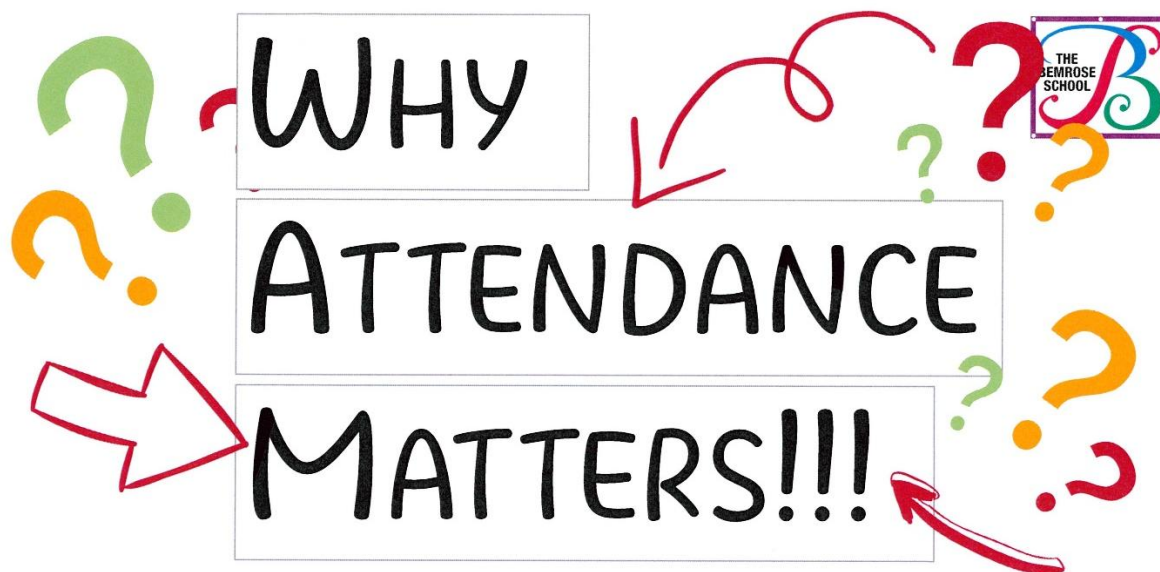
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access

		arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school

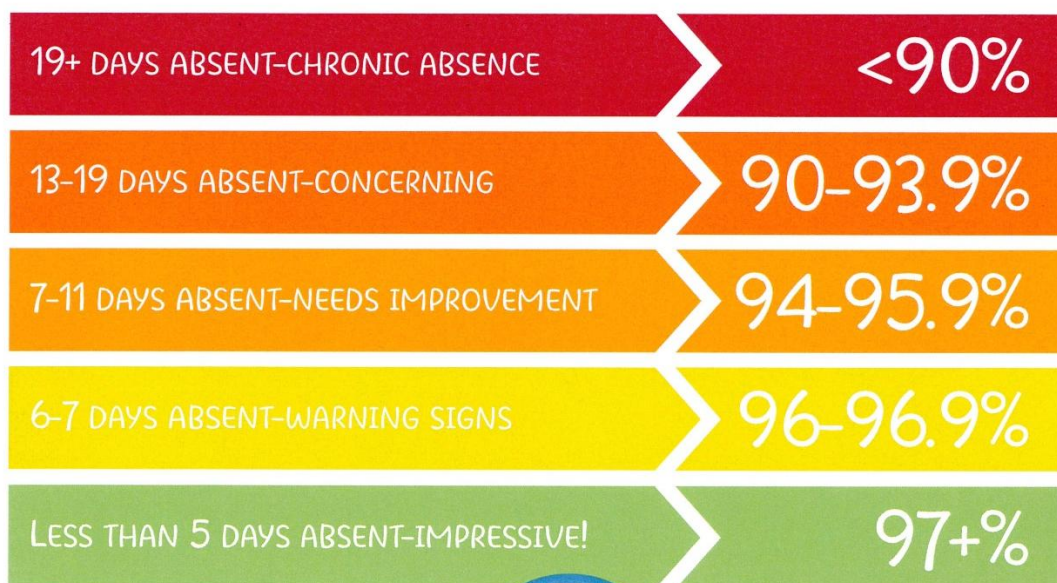
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2- Why Good Attendance Matters



Results have shown that students with a **GREEN** attendance rating (97% or higher) achieved around $1\frac{1}{2}$ grades **higher** in **each** of their GCSEs than students with a **RED** attendance rating (below 90%).

The results are similar at A Level.



DAILY
LATENESS
EQUATES TO...



Appendix 3 – Example of a letter that is sent annually to all parents.

NW/LP

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 the past 2 weeks make a really good start.

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.

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.

We recognise that the vast major of parents elects 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.

Any child who arrives after 8.30am or 8.40am should report to reception. Staff will be taking 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

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