

BRABYNS PREPARATORY SCHOOL AND NURSERY

Attendance Policy



bellevue

Date of last review: July 2025
Date for next review: July 2026

This policy outlines the shared responsibility between the school, students, parents, and the broader community in promoting regular attendance. The goal is to ensure that every student reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges. This policy takes into account the specific needs of individual pupils and will be applied fairly. The policy also considers its obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child. This policy should be read in line with the attendance section in the Safeguarding Policy.

Rationale

Regular attendance is essential for students' academic achievement and social development. This policy promotes a culture of high expectations where attendance is prioritised and supported by the entire school community. Attendance is an essential foundation to positive outcomes for all children including their safeguarding and welfare and should therefore be seen as everyone's responsibility in school.

Principles

- **Shared Responsibility:** Attendance improvement requires collaboration between the school, students, parents/guardians, and external partners.
- **Positive School Environment:** The school will provide a welcoming and engaging environment that motivates students to attend regularly.
- **Clear Communication:** Open and transparent communication between the school, parents, and students about attendance expectations and procedures.
- **Early Intervention:** Timely identification and intervention for students at risk of poor attendance to prevent long-term absence.

Roles and Responsibilities

School's Responsibilities: The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

- **Promote Attendance:** The school will actively promote the importance of regular attendance and punctuality through assemblies, newsletters, and meetings with families, this is also outlined in the Parent/Student Handbook.
- **Monitoring:** Attendance will be recorded twice daily, and regular reviews by the headteacher and SLT will be conducted half termly to identify patterns of absence.
- **Intervention:** Early intervention strategies will be employed for students with declining attendance. These may include letters home, parent meetings, and individualised support plans.
- **Support for Families:** The school will offer guidance and support to families facing barriers to regular attendance, including pastoral care, counselling, and referral to external agencies if necessary including the Stockport Safeguarding Team and Educational Welfare Officer.
- **Recognition of Good Attendance:** Positive reinforcement, such as certificates, awards, and special privileges, will be used to reward excellent and improved attendance.

- **Governance:** Support governors in taking an active role in promoting good attendance and informing them of attendance data.

Parents’/Guardians’ Responsibilities: Parents with children registered at the school have a legal duty to ensure their child attends school regularly. This means your child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

- **Ensure Regular Attendance:** Parents/guardians are expected to ensure that their child attends school regularly and punctually.
- **Report Absences:** Notify the school on the first day of an absence and provide a reason. For extended absences further information will be needed, including medical information
- **Engagement:** Work collaboratively with the school if attendance issues arise and attend meetings when required.
- **Avoid Term-Time Holidays:** Family vacations should be scheduled during school holidays. Requests for term-time absences will only be granted in exceptional circumstances.
- **Contact details:** Regularly update emergency contact details with the school office.

Students’ Responsibilities

- **Attendance:** Attend school regularly, arrive on time, and be prepared for learning.
- **Engage with Support:** If facing challenges affecting attendance, students should seek support from teachers, Pastoral Lead or DSL.
- **Positive Attitude:** Contribute to a positive school culture that values regular attendance. Comply with the school policies and procedures

Attendance Procedures

The school opens including Wraparound Care between the hours of 7:30 am and 6 pm. Formal registration is held in class.

Morning registration: Begins at 8:50 am and registration closes at 9:10 am.

Afternoon registration: Begins at 1pm and registration closes at 1:20pm.

School day finishes at 3:40pm.

Daily Attendance Monitoring

- **Recording:** Teachers will take attendance twice daily. All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason). Within this codes for attendance and absence are listed in p76-92 of [Working Together to Improve School Attendance August 2024](#)
- **Late Arrival:** Students arriving after the official start times (Registration closes at 9:10am and 1:20pm in the afternoon) will be marked **late** and required to sign in at the School Office.

Reporting Absences

- Parents/guardians must report their child's absence on the first day by phone on **0161 4272395** or email on admin@brabynsprepschool.co.uk. Please explain the reason for the absence. If the school is not notified, the absence will be followed up promptly by the school.

Authorised and Unauthorised Absences

- **Authorised Absences:** Absence may be authorised for the following reasons: Illness, religious observance, medical appointments and family emergencies.
- **Unauthorised Absences:** This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Holidays during term time, unexplained absences, or absences for reasons not accepted by the school. Our school will only authorise holidays under exceptional circumstances and will only be agreed very rarely.

Requests for Absence

- Parents should apply by letter if they are considering an absence in term time. The school will consider the request and let parents know in writing whether it has been authorised. Please note that, all schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024.
- A official absence request form with specific circumstances listed, is available by request from admin@brabynsprepschool.co.uk

Addressing Attendance

Early Intervention

95%-90% Attendance: The headteacher and senior leadership team will review attendance half termly. When a student's attendance falls between 95%-90%, parents will be advised of attendance issues, either by email or invited in for a meeting.

Persistent Absence

If a student's attendance drops below 90%, they will be classified as a "persistent absentee." The school will initiate a formal process, which may include:

- **Escalation:** In cases where attendance does not improve despite intervention, the school may consider further action, including the involvement of external agencies. The school has an allocated Education Welfare Officer (EWO) from Stockport LEA that visits each term for general updates and support.

Rewards and Recognition

The school will promote the importance of high levels of attendance amongst its community. This may include awards for 100% attendance and other incentives from the attendance champion, where appropriate.

Senior Attendance Champion: The school has an attendance champion who will establish and maintain effective systems for tackling absence as well as regularly monitor and evaluate progress, including the efficacy of the school's processes.

Please contact our Attendance Champion using the contact:

Mrs Cath Carrasco, 0161 4272395, ccarrasco@brabynsprepschool.co.uk

Working with External Agencies

The school will collaborate with external agencies, including the EWO, healthcare professionals, and the Stockport Safeguarding Team, to address the underlying issues that may affect a student's attendance.

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