



Attendance Procedures

At Bradon Forest School we believe that all students will benefit from excellent school attendance. We have a responsibility to ensure all students have the highest attendance possible and that any issues that are preventing full attendance are identified and addressed as quickly as reasonably possible. 96% attendance and above is deemed good.

Aims and Objectives

We intend to establish systems and practices which will:

- Create an ethos in which excellent attendance is the norm.
- Maintain a safe and secure environment where students feel valued and welcome, thereby positively encouraging attendance.
- Raise student awareness of the importance of punctuality and uninterrupted attendance and encourage a sense of responsibility in students.
- Celebrate excellent school attendance.
- Support students and families who experience difficulties maintaining good school attendance.

The Legal Framework

Regular school attendance of children of compulsory school age is the responsibility of the parent / carer and is a legal requirement in accordance with section 444 (1) of the Education Act 1996. Parent/ carer are committing an offence if they fail to comply with this legislation and legal action can be instigated.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance:

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf

and school attendance parental responsibility measures:

https://assets.publishing.service.gov.uk/media/5a80ce9740f0b623026959aa/School_attendance_parental_responsibility_measures_statutory_guidance.pdf.

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 ([Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/56/part-6))
- Part 3 of the Education Act 2002 ([Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2002/26/part-3))
- Part 7 of the Education and Inspections Act 2006 ([Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/10/part-7))
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013 and 2016 amendments) ([The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2006/1100))

It also refers to:

- School census guidance ([Complete the school census - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/school-census))



- Keeping Children Safe in Education ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education))
- Mental health issues affecting a pupil's attendance: guidance for schools. [Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/mental-health-issues-affecting-a-pupil-s-attendance-guidance-for-schools)

Attendance Policy

Responsibilities

Students have the responsibility to:

- Attend school regularly.
- Have good punctuality.
- Arrive appropriately prepared for the day.

Parents/carers have the responsibility to:

- Encourage students regular school attendance and be aware of their legal responsibilities.
- Encourage that children in their care arrive to school punctually and prepared for the school day.
- Contact the school before 9.00am on the morning of each day of the student's absence by calling the school absence line on 01793 773013 or emailing absence@bradonforest.wilts.sch.uk
- Try to book medical appointments outside of school time.

All absence phone calls and emails should explain the reason for the absence. Medical evidence is required if an absence is recurring or persistent, including attendance at medical appointments.

Bradon Forest School has the responsibility to:

Complete registers accurately and punctually during tutor time and every lesson.

- Assist the Attendance Administrator in following up any unexplained absences upon the student's return to school.
- Inform the Attendance Administrator/Head of Year/Deputy Head Attendance/Safeguarding team of concerns.
- Be alert to signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible.

The Designated Senior Leader Responsible also known as the 'senior attendance champion' has the responsibility of:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and 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, parent/carer 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 senior leader responsible for attendance is:

- Catherine Chappell, Assistant Headteacher who can be contacted via 01793 770570 and/or cchappell@bradonforest.wilts.sch.uk

The governor responsible for attendance is:

- Nick Lindley, Chair of Governors who can be contacted via n.lindley@bradonforest.wilts.sch.uk

Attendance Procedures

Rewards

Certificates include: awarded during the course of the year to students who have achieved 100% attendance. In addition, those who have 95-100% attendance are put into a draw for an Attendance Event and have SchoolComms sent home regularly or receive a break/lunchtime fast pass.

Good attendance will regularly be celebrated during assembly and in tutor time. Improving attendance will also be rewarded with regular praise and communication home.

Pupil Premium (PP) Students

We are aware that attendance issues are more significant for some of our students in receipt of the Pupil Premium. As such, the staged attendance approach will be triggered earlier for these individuals and we will also implement the support of our Parent Support Advisor and PP Co Ordinator to mentor students and work with key families.

Responding to Non-Attendance

Student attendance is monitored daily by the Attendance Administrator, the Year Team, and the Deputy Headteacher with responsibility for attendance. When a student does not attend school, the school will respond in the following manner:

If there has not been contact about a student absence, the Attendance Administrator will send a text home to initiate contact. If there is still no response, a First Day Absence call will be made.

Any student whose falls below 96% attendance or misses 8 or more sessions (4 full days) overall will have a Stage 1 attendance meeting (Pupil Attendance Meeting – PAM) with their Tutor or the Parent Support Advisor (PSA). Parents will be informed of this.

For all students who have 90% attendance, a letter will be sent home to parents to inform them of the significant impact of lost learning.

Any student whose attendance falls below 90% overall will have a Stage 2 attendance meeting (School Attendance Meeting – SAM) involving the parent, student, and the Head of Year (or PSA). An accompanying SAM plan will be sent home. Failure to improve attendance after this meeting will result in a further meeting where parents/carers could be informed that no further absence will be authorised without medical evidence being provided. Continued failure to contact the school to report a student's absence may result in a referral to The Safeguarding Team, MASH Team (Multi Agency



Safeguarding Hub) or the police for a welfare check Failure to comply with the expectations set by the Attendance Administrator may result in further action, by either a referral to appear before the Governor's Attendance Panel, issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

Lateness

AM Registration 8.45am – 9.15am. Registers are closed at 9.30am

If a student arrives late (after 8.45am) they must 'sign in' at the school reception and the minutes late will be recorded on the register alongside a comment stating the reason for the lateness. For every lesson in the school day the class teacher will record if a student is late to any lessons. This information is monitored by the pastoral team and sanctions are imposed.

Lateness after registration closes is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence via Schoolcomms.

Authorising of absences

Absences that the school is unable to authorise include:

- Holidays during term time.
- Arrival after the registers close at 9.30am without prior notification
- Shopping trips, even if this is for school uniform
- Birthday celebrations
- Looking after a relative/pets
- Tiredness due to extra-curricular activities
- All unexplained absences

Medical Appointments

Parents are encouraged to arrange medical appointments outside of school hours but where this is not possible the school should be notified in advance by emailing absence@bradonforest.wilts.sch.uk or sending a letter to the attendance officer. Where it is not possible to arrange appointments outside of school hours, students are encouraged to attend school either side of their appointment where possible.

Religious Holidays

We will authorise absence for major religious holidays. It is the responsibility of the parent/carer to inform us in advance of their intention to keep their student at home. If parents/carers do not inform the school any days missed will be recorded as an unauthorised absence. Requests for extended absence for religious observances should be made in writing to the Headteacher at absence@bradonforest.wilts.sch.uk

Holidays

The school holiday dates are published a year in advance, and it is essential that parents/carers take their family holidays during the school holidays. It is the school's policy not to authorise absence during term time for holidays and any absence of this nature will be recorded as unauthorised. The Department of Education guidance clearly states that the Headteacher should not consider a holiday as an exceptional circumstance.



If a request for absence for the purpose of a holiday is declined and a student is absent for 5 days or more, then the school is expected to notify Wiltshire Council and a penalty notice issued.

The school follows the Department for Education new guidance issued in August 2024 and national framework for penalty notices.

Penalty Notice

The fine from August 2024 will be as follows:

1st Offence: £160 per parent/per child reduced to £80 if paid within 21 days.

2nd Offence (within 3 years): £160 per parent/per child to be paid within 28 days.

3rd and Future Offences (within 3 years): For the 3rd or subsequent time an offence is committed for unauthorised absence, a penalty notice will not be issued, and the case will be presented to the Magistrates Court.

Penalty notices can also be issued where a student is absent for repeated incidents of unauthorised leave (holiday) in term time that fall below the 5-day threshold – as per the DfE guidance (August 2024).

The school will consider the next steps once 10 sessions (5 school days) of unauthorised absence happens in a rolling period of 10 weeks.

Absence is unauthorised when it has not been agreed by the school or parents to not provide an explanation of absence. The school will work with parents to ensure absence does not continue to be an issue however, when the school and Wiltshire Council believe that they have exhausted all support, and parent/carer is not engaged and trying to improve their child's attendance, a penalty notice may be issued.

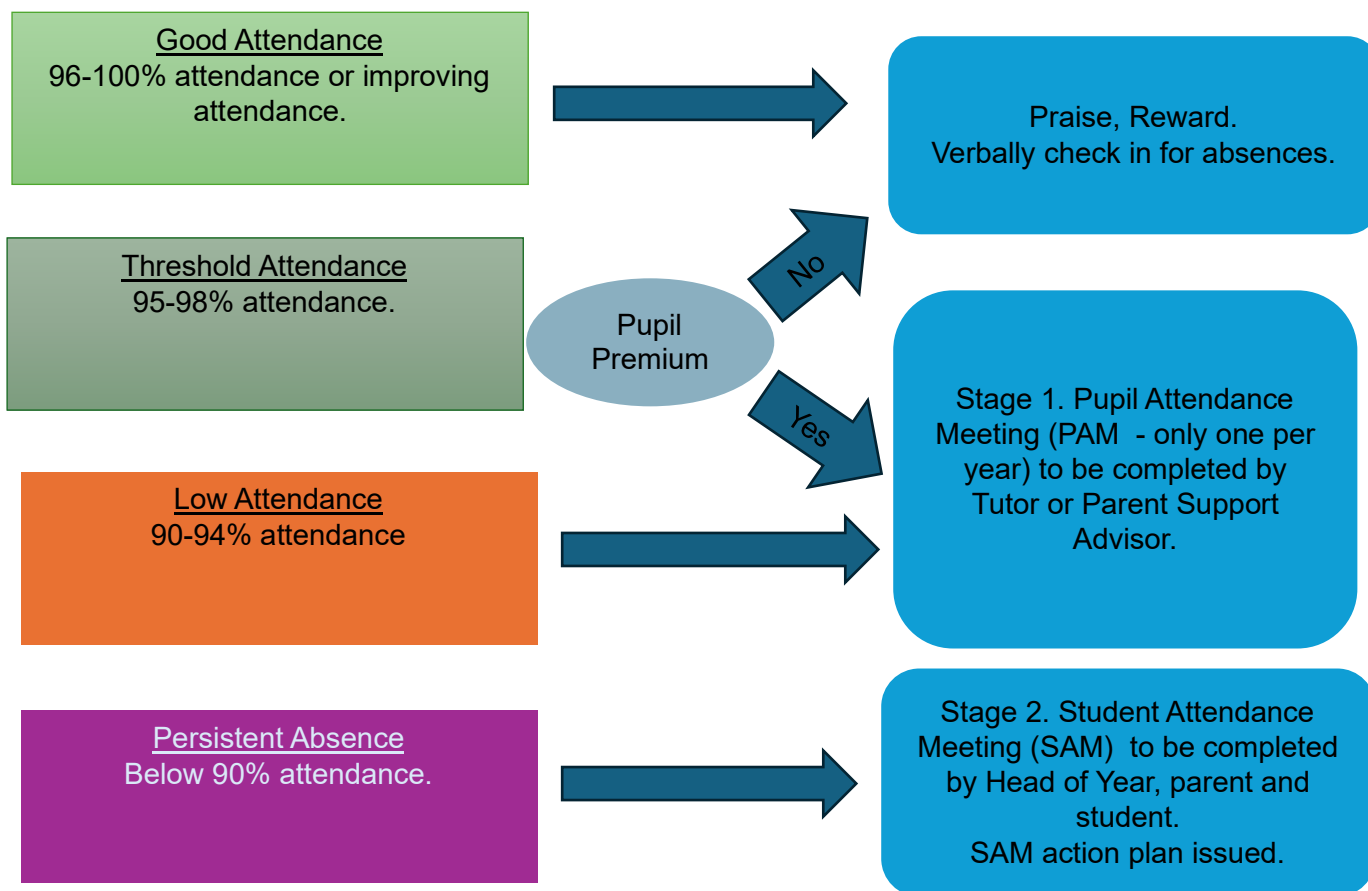


Attendance Codes

Code	School Meaning
/	Present (am)
\	Present (pm)
B	Approved supervised educational activity
C	Other authorised circumstances
C1	Participation in performance theatre/music
C2	Reduced timetable (Rep 1)
D	Dual registration at another school
E	Suspension
G	Unauthorised holiday
I	Illness (not medical/dental appointments)
J1	Interview
K	Attending education arranged by LA
L	Late (before register is closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
Q	Failed access arrangements by LA
R	Religious observance
S	Study leave
T	Traveller of no fixed abode
U	Arrived after registration closed
V	Educational visit/trip
W	Work experience
X	Non-compulsory school age absence
Y1	Transport not provided that normally is
Y2	Widespread disruption to travel (local, national or international)
Y3	School premises partly closed
Y4	Whole site closed unexpectedly
Y5	Pupil is in Criminal Justice Detention
Y6	Unable to attend in accordance with Public Health
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on admission register
#	Planned whole school closure



BRADON FOREST ATTENDANCE PROCEDURES



All students with persistent absence will be discussed at fortnightly attendance meeting and referred to the Education Welfare Officer. Parents will be invited to attend an attendance meeting with the Head of Year, Attendance Administrator and Parent Support Advisor. Parents failing to attend the meeting will escalate to the next step. No further absence may be authorised without medical evidence. Penalty warning notice issued.

Refer to Local Authority for a Local Authority Attendance Meeting. Issue a penalty notice warning.