Broomfield House School

ATTENDANCE AND PUNCTUALITY POLICY

This Policy, which applies to the whole School including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Last reviewed: September 2026
Next review: September 2027

Introduction

Regular and punctual School attendance is important. Pupils need to attend School regularly if they are to take full advantage of the educational opportunities available to them by law. Broomfield House School fully recognises its responsibilities to ensure pupils are in School and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this School and this policy is made available to all parents/carers of pupils who are registered at our School on our School website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority and *Working Together to Improve School Attendance (2024).* The School is committed to promoting equality of opportunity and will make reasonable adjustments where appropriate to support pupils whose attendance may be affected by disability, medical needs or other protected characteristics.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and staff at our School, work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from School frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary School, have missed two whole terms of learning.

SchoolSchoolThe School recognises the important link between attendance and safeguarding. Further information can be found in the School's Safeguarding and Child Protection Policy.

Aims and Objectives

This attendance policy ensures that all staff in the School are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- ✓ Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- ✓ Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the School.

- ✓ Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- ✓ Ensure that our policy applies to early years aged children in order to promote good habits at an early age.
- ✓ Work in partnership with parents, pupils, Local Authority services and other relevant agencies where appropriate so that all pupils realise their potential, unhindered by unnecessary absence.
- ✓ Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- ✓ Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- ✓ Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- ✓ Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- ✓ Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- ✓ Equipping children with the life skills needed to take responsibility for good School attendance and punctuality appropriate to the child's age and development.
- ✓ Maintaining effective means of communication with parents, pupils, and staff on School attendance matters.
- ✓ Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- ✓ Supporting pupils who have been experiencing any difficulties at home or at School which are preventing good attendance.
- ✓ Developing and implementing procedures to follow up non-attendance at School.

Definitions

Authorised absence

- ✓ An absence is classified as authorised when a child has been away from School for a legitimate reason and the School has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the School to explain the absence.
- ✓ Only the School can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence

- ✓ An absence is classified as unauthorised when a child is away from School without the permission of the School.
- ✓ Therefore, the absence is unauthorised if a child is away from School without good reason, even with the support of a parent.

Procedures

Our School will undertake to follow the below procedures to support good attendance:

- ✓ To maintain appropriate registration processes.
- ✓ To maintain appropriate attendance data.
- ✓ To communicate clearly the attendance procedures and expectations to all staff, parents and pupils.
- ✓ To have consistent and systematic daily records which give detail of any absence and lateness.
- ✓ To ensure the details of the afternoons attended by Pre-Kindergarten children are agreed in advance with parents and are recorded accurately.
- ✓ To follow up absences and persistent lateness if parents/carers have not communicated with the School.

- ✓ To inform parents/carers what constitutes authorised and unauthorised absence.
- ✓ To strongly discourage unnecessary absence through holidays taken during term time.
- ✓ To work with parents to improve individual pupils attendance and punctuality
- ✓ To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to School initiatives to improve.
- ✓ To report attendance statistics to London Borough of Richmond and the DfE where requested.
- ✓ All staff have a responsibility to raise attendance and punctuality concerns promptly with the Head or an appropriate member of the Senior Leadership Team.

Responsibilities

All members of School staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- ✓ Keeping an overview of class and individual attendance looking particularly for anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- ✓ Informing the SLT where there are concerns and acting upon them.
- ✓ Providing background information to support referrals.
- ✓ Emphasising with their class the importance of good attendance and promptness.
- ✓ Following up absences with immediate requests for explanation.
- ✓ Discussing attendance issues at consultation evenings where necessary

The Head is responsible for:

- ✓ Overall monitoring of School attendance
- ✓ Trends in authorised and unauthorised absence
- ✓ Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues. This is done via a School letter sent to the parents detailing the absence and the impact this has on the child's education.
- ✓ Monitoring individual attendance where concerns have been raised
- ✓ Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff

Staff in the School Office are responsible for:

- ✓ Allocating absence codes to all those who are absence
- ✓ Checking that registers are taken.
- ✓ Collating and recording registration and attendance information.
- ✓ Taking and recording messages from parents regarding absence and passing information on to the Head teacher.
- ✓ Contacting parents of absent children where no contact has been made.

Parents

- ✓ Parents/Carers are responsible for:
- ✓ Ensuring that their child attends School regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- ✓ Contacting the School office on the first morning of absence.
- ✓ Informing the School in advance of any medical appointments in School time

- ✓ Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- ✓ Talking to the School as soon as possible about any child's reluctance to come to School so that problems can be quickly identified and dealt with.

Registration

Registers are taken twice daily at morning and afternoon registration periods as defined by the timetable.

The registration period opens at 8.25am and closes at 9.15am for the morning period and opens at 1.25pm and closes at 2.05pm in the afternoon. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

Each class teacher has the responsibility for keeping an accurate record of attendance to their lesson. All attendance records are kept online on our MIS (iSAMS). Absences are also marked on a laminated class sheet and used in the event of a fire. These are updated in the morning and the afternoon.

Attendance registers are legal documents, and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness

Parents and pupils must ensure that they register via the School office if they arrive after the end of the registration period. Any pupil who comes into School this way could be marked as late in the attendance record, based on mitigating circumstance.

Children who have attended a dentist or doctor's appointment and subsequently come to School after registration has ended will have the absence recorded as a medical absence.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive an e-mail advising them of the concerns and the School will provide opportunities for parents/carers to seek support and advice to address these issues.

Absences

Parents/carers should contact the School office (office@broomfieldhouse.com) on the first day of their child's absence and on all subsequent day thereafter. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences in the registers. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send an email requesting these details to parents/carers. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence.

Children Missing Education

The School complies with its statutory duties relating to Children Missing Education and will notify the Local Authority where a pupil fails to attend regularly or has been absent without authorisation for a continuous period in accordance with current regulations.

First Day Contact

Where a child is absent from School and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Registers are checked on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence. The School will normally attempt to make contact with parents by telephone, email or other agreed communication method on the first day of unknown absence, once all other possibilities have been cross checked.

Illness

When children have an illness that means they will be away from School long term, the School will do all it can to send material home, so that they can keep up with their School work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the School will contact the support services to see if arrangements can be made for the child to be given some home tuition outside School.

Where over the course of an academic year, a child has repeated periods of illness, the School will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the School to make their own enquiries.

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of Heads to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Heads will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. Parents need to email the Head via the School office to request a leave of absence in exceptional circumstances.

Addressing Attendance Concerns

It is important for children to establish good attendance habits early on in their School life. It is the responsibility of the Head (Attendance Champion) to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends School regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via e-mail. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the School with the aim to improve attendance. Parents can contact the DSL for additional support with attendance. Parents can also contact the Head, (Attendance Champion) via the School office email office@broomfieldhouse.com or by telephone 020 940 3884. Where a child's attendance record does not improve over a period of time then the School has a responsibility to make a referral to the SPA. The School

will ensure that those missing School because of mental or physical ill health, or those with SEND, will be given extra support, by considering the individual needs of the pupil.

Monitoring Attendance

The School aims to achieve attendance levels well above national expectations and encourages all pupils to attend regularly and punctually unless absence is unavoidable.
Data is reviewed regularly to identify patterns and provide support.

This includes:

- ✓ half-termly data analysis by the attendance champion.
- ✓ Attendance data also discussed during safeguarding meetings
- ✓ benchmarking across year groups;
- ✓ monitoring impact of attendance interventions by logging on CPOMS
- ✓ Attendance and lateness are published on our School reports

In accordance with statutory guidance (KCSIE 2026) the School's Designated Safeguarding Lead will report to the local authority any pupil who fails to attend School regularly or has been absent, without the School's permission, for a continuous period of 10 School days or more.

Monitoring Attendance

The Head has the responsibility for ensuring that all of the attendance data is recorded, and that absences are logged. Attendance reports are run and these are brought to the monthly Safeguarding meetings and scrutinised. Children with attendance of less than 95% are looked at individually to find out the cause for absences and action taken where required. Attendance concerns may be escalated where attendance falls below expected levels, and particular attention will be given to pupils whose attendance patterns indicate persistent absence.
On a regular basis, children leaving School during the day for appointments is monitored by the Senior Leadership Team to monitor whether any child is a cause for concern and action is required. The School operates a culture of high attendance expectations and good attendance is an expectation, offering support to parents to achieve this.