



**Bramcote College**

A member of The White Hills Park Trust

# Attendance Policy

Updated: March 2024  
Review: March 2025

## **Bramcote College Attendance Target 96% 2023-2024**

Bramcote College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parents/carer.

The Education Act 1996 requires parents/carers to ensure that their children receive efficient, full-time education, either by regularly attending school or otherwise.

Under section 7 of the Education Act 1996 parents have a legal responsibility for making sure that their children of compulsory school age receive full time education. If a child fails to attend regularly then the parent is guilty of an offence.

School and academies are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are registered at the school.

For a child to reach their educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and parents/carers the importance of regular and punctual attendance.

Each year the school will examine its attendance figures and set attendance/absence targets in relation to national guidelines.

This policy contains within it the procedures that the school will use to meet its attendance targets.

Further information for school attendance can also be found on the government website, details below.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

### **School Procedures**

The Assistant Head Teacher has overall responsibility for monitoring and improving attendance.

The Attendance Officer assumes responsibility for the daily operation of attendance processes. The Attendance Officer will produce reports relating to attendance and ensuring the attendance policy is adhered to.

The Head of year for each year group will support the actions taken by the Attendance Officer to improve the attendance of individual students and will lead on promoting good attendance and punctuality with their year group. Heads of year will ensure good practice relating to attendance within their tutor team and will monitor the attendance of all students in their year group. Any concerns are passed to the Attendance Officer in regularly attendance meetings.

Class Teachers are responsible for completing registers appropriately, promoting good attendance with their tutees and pursuing poor attendance.

Any child who is absent from school at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the head teacher or a member of staff acting on their behalf can authorise absences. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.50am. The afternoon registration will be at 2.00PM at the start of period 4. The registers will remain open for 20 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e., school transport was delayed. In cases where the absence at registration was for attending an early morning medical/dental appointment, the appropriate authorised absence code will be entered.

Any student who is late will attend a correction after school, which is usually completed on the same day as the actual lateness. Those students who are persistently late may be invited to attend a meeting with their parents/carers to discuss issues of punctuality with the Attendance Officer and Head of year.

### **Authorising absence**

Every half-day absence from school must be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, initially by a phone call/email to the schools Attendance ([attendance@bramcote.college](mailto:attendance@bramcote.college)) or using the My Child At School (MCAS) app.

### **Authorised absence**

Bramcote College is unable to authorise any absence during term time unless the reason is deemed to be valid under the Education Act 1996. **Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

Medical appointments should be taken outside of school hours where possible. Where it is not possible, the student should be out of school for the minimum time possible. Parent/carers must notify the school in advance of any planned medical/dental appointment and may be asked to provide evidence of the appointment to the Attendance Officer.

### **Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

### **First Day Absence**

On the first day of absence the parents/carer should contact the school and inform the Attendance Officer of the reason for their child's absence by contacting the absence line 0115 9078100 or [attendance@bramcote.college](mailto:attendance@bramcote.college). If no contact is made with school the Attendance Officer will contact home (via telephone, text or the My Child at School App) to inform parents/carers of the absence and to discover the reason for the absence.

### **Subsequent Days of Absence**

Parent/carers should contact the school on the morning of each day of absence.

### **Third Day Absence**

If after the third day of absence no contact has been made with parents/carers, a home visit will be take place.

## **Continuing absence of five days**

If there is still no response a letter will be sent and then a referral will automatically be made to Nottinghamshire County Council Children Missing Education Officer, no later than day 10 when there is no explanation for absence and checks to locate a missing student have been completed. Checks include further home visits and contact with other professionals and family members to assist in locating a missing student.

## **Frequent Absence**

It is the responsibility of both staff and tutors to be aware of, and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers, usually by inviting parents/carers to attend a Welfare Meeting along with the Head of year. If there is no improvement further support will be offered, but the parents/carers may also be at risk of a fixed penalty notice or being prosecuted in court if there is no acceptable reason for the absence.

## **Application for leave of absence in term time.**

The Head teacher can only authorize a leave of absence during term time in **exceptional circumstances**. This **does not** include holidays during term time.

If a parent/carer wishes to request a leave of absence, this must be made using the Leave of Absence Form located at the end of this policy ( appendix 1) or a copy can be obtained from school reception or the Attendance Officer giving at least 4 weeks in advance of the date of absence, or as much notice as possible. Where a leave of absence is not authorised, a referral may be made to the Attendance Enforcement Team. This may result in a Fixed Penalty Notice being issued.

## **Reasons for absence**

Whilst we recognise that sometimes absence is unavoidable, we can only authorise a limited number of reasons for student absence. Acceptable reasons for absence include:

- Medical appointments (All appointments, wherever possible, should be taken outside school hours)
- Medical procedures / recovery
- Illness or injury – the student is too unwell to attend school (medical evidence may be requested for prolonged or frequent periods of illness)
- Where the student has been advised not to attend by a medical practitioner (school may require evidence of this)
- An infectious illness or disease that should not be passed to others.
- A day set aside for Observance by the religious body to which the students' parents belong.
- To attend a job or college interview which cannot be organised outside school hours.
- To take part in approved public performances.
- To take part in approved sporting events or public exams.
- A "exceptional circumstance" agreed in advance

## **Unacceptable reasons for absences include:**

- Birthdays
- Minding the house/waiting for deliveries or tradesmen
- Shopping
- Uniform not available/in the wash
- Looking after siblings
- Oversleeping
- Parents needing support
- Term-time holidays

## **Enforcement/ Penalty notices.**

If your child has more than 6 sessions (3 days) of unauthorised absence within any six-week period the school may refer the absence to the Nottinghamshire School Attendance Enforcement Team who may issue a penalty notice to **each parent/carer** or who is considered responsible for the child. The penalty is a fine of £60 per parent per child if paid within 21 days. This goes up to £120 after 21 days but must be paid within 28 days.

If you do not pay the fine within 28 days the local authority has no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £2,500 and this may also lead to community service, or up to 3 months custodial sentence and a parenting order.

There is no right of appeal against an Education Penalty Notice once it has been issued. If a parent believes that their child's leave of absence was not properly understood and that it should have been considered as exceptional by the Head Teacher, the parent/carer should make contact with the school directly.

### Promoting good attendance

Bramcote College will seek regular opportunities to promote good attendance. This will be achieved through regular contact with parents, assemblies, and tutor activities. We will recognise excellent attendance and where students have made a concerted effort to improve their attendance.

### Attendance Awards

Regular attendance awards are given to students who achieve 100% attendance on a termly basis and those students who achieve 100% attendance over an academic year will receive recognition.

### Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets exists and SLT is responsible for overseeing this work.

### The registration system

We use BROMCOM for keeping school attendance records. The following national codes are used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e., pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity

<b>X</b>	Untimetabled sessions for non-compulsory school-age students	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to students	Not counted in possible attendances

Registers by law are kept for at least 3 years.

### **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Approved Educational Activity
2. Authorised Absence
3. Unauthorised Absence

#### **1. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Students recorded in this category are deemed to be present for attendance returns purposes.** This would include:

Work experience placements  
 Field trips and educational visits  
 Sporting activities  
 Link courses or approved education off site  
 Most types of dual registration

#### **2. Authorised absence**

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996. **Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

#### **3. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

Parents/carers keeping children off school unnecessarily  
 Truancy before or during the school day.  
 Absences which have never been properly explained  
 Students who arrive at school too late to get a mark  
 Holidays in term time.

### **Bramcote College Sixth Form**







#### **You are expected to:**

Abide by the Bramcote College Sixth Form Student Contract  
 Attend 100% lessons as detailed on your timetable.  
 Ensure you are punctual to all lessons and register your attendance.

#### **Bramcote College Sixth Form is expected to:**

Keep records of your attendance  
 Monitor your attendance.  
 Respond to any queries or concerns that you wish to discuss  
 Support you with any issues or problems you have.

**175 non-school days a year**  
**175 days to spend on family time, holidays, shopping, household jobs and other appointments**

<b>Attend 190 school days</b>	<b>10 days absence</b>	<b>15 days absence</b>	<b>29 days absence</b>	<b>38 days absence</b>	<b>47 days absence</b>
	<b>Attend 180 school days</b>				
		<b>Attend 175 school days</b>	<b>Attend 161 school days</b>	<b>Attend 152 school days</b>	<b>Attend 143 school days</b>
<b>100%</b>	<b>95%</b>	<b>92%</b>	<b>85%</b>	<b>80%</b>	<b>75%</b>
					
<p><b>Good</b>  This gives your child the best chance of success, and gets your child off to a flying start</p>		<p><b>Worrying</b>  Less chance of success makes it harder for your child to make progress</p> <p>The same as missing at least half a year of your time at WHP FEDERATION</p>		<p><b>Serious Concern</b> This is not fair on your child and may result in court action</p> <p>The same as missing at least one whole year of your time at WHP FEDERATION</p>	
<p><b>Students who are persistently late could be classified as truanting</b></p>					

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Before completing this application form, please read the reverse of this sheet and complete all sections below. Consent for term time leave of absence will not be granted without a full description of special circumstances. The school may request further evidence to support any leave of absence application. The school requests that parents use the allocated school holiday period for vacations.

Student's Name ..... Tutor Group .....

Home address .....

..... Postcode .....

I wish to apply for my child to be absent from school during the following dates:

Date of last day of school .../.../... Date of return to school .../.../...

Total number of days missing .....

Reason for absence from school .....

.....

.....

.....

I make this application for my child, named above, to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance to all parents/carers.

Name of Parent/Carer making application .....

Email .....

Signed .....

Print name .....

Date .....

**PLEASE EMAIL YOUR COMPLETED APPLICATION FORM TO [attendance@bramcote.college](mailto:attendance@bramcote.college)  
GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE**

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**



This application form is for you to request a leave of absence for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

- In accordance with Government guidelines and recommendations, holidays during term time will not be authorised, unless for exceptional circumstances. Parents/Carers are reminded of the damaging effect that absence can have on a student's potential achievement.
- The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school in term time and schools can refuse your request to take your child out of school.
- If you wish to apply for a leave of absence during term time, you must apply for permission in writing using this form. Permission will only be granted in exceptional circumstances. If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised.
- If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.
- The Local Authority may take formal action against all parents for failure to comply with the law. Penalty notices are issued as an alternative to prosecution but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.
- Therefore, your child's irregular attendance could result in one of the following actions: -
  - A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
  - Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached.