Bromley Heath Infant and Junior School

Joint Attendance and Punctuality Policy

Signed (chair):	Name: Sarah Cook Graeme Laycock Signed copy in file	Date: 04/02/2026 and
Signed (Head):	Name: A Perry-Hodge/ T Serle Signed copy in file	Date: 04/02/2026
Reviewed by: A Perry-Hodge and T Serle	Reviewed on: January 2026	Note of Revisions: January 2026 – clarification of unauthorised absences and U codes; added appendix B Jan 2024: Remove ref to Covid Add link to guidance for families and registration times. Addition of contact details and responsible leads. Jan 2022: Inclusion of 'or covid 19' within 'Health, Heathcare and Attendance' section Jan 2020: Updates following South Gloucestershire new model policy
Ratified by: **Full Governing Body on 04/02/2026 and**		**Next Review:** January 2028

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Attendance and Punctuality Policy	Date	January 2026
EIA CARRIED OUT BY:	Tracy Serle and Abigail Perry-Hodge	EIA APPROVED BY:	FGB

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		n/a
Marriage and civil partnership		n/a
Pregnancy and maternity		n/a
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		n/a
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		n/a

Any adverse impacts are explored in a Full Impact Assessment

Rationale

Regular school attendance is essential to ensure the best outcomes for our pupils. By `regular` our policy is that all pupils attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance. During the school year we wish to encourage the highest possible individual attendance rate as we view this procedure as a necessary and important objective. Regular attendance and good punctuality is proven to improve attainment and establish good routines for life. Excellent attendance is an important part of our schools' visions which state:

At Bromley Heath Infant School we keep children at the centre of everything we do; striving to provide inspirational teaching and provision which challenges and nurtures all of our children in their small steps, big strides, exciting journey.

At Bromley Heath Junior School, we create an enriched learning environment where each child is nurtured and celebrated and where there are high expectations for all. Through our core values of Respect, Responsibility, Resilience, Kindness, Positivity and Courage, we support children to be thoughtful individuals who contribute to their community and the wider world, developing skills and attributes for life in an ever-changing future.

Attendance registration
We have a legal duty to register all pupils in the attendance register in the morning and afternoon. Abigail Perry-Hodge and Tracy Serle (Head teachers of the schools) are responsible leads for the strategic attendance of the school and follow National and Local Authority guidance.

How to report absences to the school
Please contact our school office to report an absence on the follow contact numbers:
Bromley Heath Infant school: 01454866777 or email school@bhinfants.org.uk
Bromley Heath Junior School: 01454867110 or email school@bhjs.org.uk

School opening hours
Bromley Heath Infant school:
Gates open 8.40am. Classroom doors open 8.45 – 8.50am. School day ends at 3.15pm
Bromley Heath Junior School:
Gates open at 8.40am for an 8.50am start. School day ends at 3.20pm.

Attendance codes
We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence we will mark these as unauthorised. (See` health and attendance `)

Punctuality
Our policy is that we will allow a pupil who is late arriving by up to 20 minutes from the start of registration to be marked as "late" in the attendance register. DFE data shows that will not receive the best outcomes: arriving late can be unsettling for the pupil; they may miss core learning, and may cause classroom disruption. A continued pattern of lateness would fall under broken weeks.

Morning registration at Bromley Heath Infant and Junior school 8.50am
Afternoon registration:
Bromley Heath Infant School 1pm (EYFS and Y1); 1:15 (Y2)
Bromley Heath Junior School 1pm (Lower Key Stage 2); 1.15pm (Upper Key Stage 2)

Pupils arriving after 20 minutes from the start of attendance registration will be marked as (U) in the register; this is 9:10 in both schools. This has a meaning of an absence which is unauthorised. A pattern of unauthorised absence U codes may lead to formal action for non-school attendance and possible Penalty Notice fine.

Health, Healthcare and Attendance

Where illness is a clear reason for a pattern of absence with supporting information (for example repeat reference to medical aspects by young person, parent carer, prescription information, medical appointment cards, information from other health professionals), we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy in order to ensure health needs are addressed.

Where there are occasional absences such as for illness, there is no requirement for medical supporting information. For repeat absences we will follow government guidance and agree to absences where there is appropriate medical supporting information. For sickness and diarrhoea, 48 hours clear of symptoms is needed before returning to school.

Please follow this link for or more guidance about when to send your child in to school and when to keep them home: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Absences which are not agreed by the school (Unauthorised)
The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. The government made an amendment to the 2006 regulations on time term absence. Schools are now prohibited from authorising any leave in term time, unless there are exceptional circumstances. Exceptional circumstances are rare and singular, one off circumstances. Examples may be the death of a close relative, attendance at a funeral. Exceptional circumstances would not include family holidays and/or weddings (unless the person getting married is the parent of the child). Should you need to apply for a planned exceptional leave, you must write and ask for permission from the Headteacher of your child's school **three weeks in advance**. If you have children in both schools, this would be discussed jointly and a decision made. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences, we will seek to engage with parents-carers and the young person. Where efforts to address attendance have not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Penalty Notices
In cases where parents or carers take their child out of school for a period of unauthorised leave during term time, we will follow the South Gloucestershire Code of Conduct and request that a Penalty Notice is issued by the local authority where applicable. Where there are frequent unauthorised absences U coded (late after registration), we will first seek to engage with parents or carers and pupils. If U code absences persist, we will request a Penalty Notice in line with the Code of unauthorised absences within a 10 week period.

Engaging with parents and carers
We believe regular attendance is so important in ensuring best outcomes for our pupils that we will review our attendance performance each term. We will regularly look at the pupils where there is a pattern of absence. Where a child has a pattern of Broken Weeks (where there is at least one absence or very late arrival) or low attendance, we will contact parents and may arrange to meet and review progress.

SAFEGUARDING

First Day of Absence Call
On the first day of absence, we would ask that families contact the school office by 8.30am wherever possible. We will contact parents/carers on the first day of unexplained absence if we have not been contacted before or at the start of the school day. We then request regular updates of parent-carers if absences continue. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. Where absences are of concern and all attempts to engage have failed, we will refer to the Access and Response Team for further investigation.

Removal from Roll
There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation, and there are concerns about the pupil's welfare; if there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or radicalisation, we will contact the local Access and Response Team (ART) immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Once the school has confirmation that the child has started at the new school, they will update SIMs. Whenever a pupil leaves a school, a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has "disappeared", the matter will be drawn without delay to the attention of the Access and Response Team immediately. Please see further information in Children Missing Education Policy http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/children-missing-education/

Part-time time-tables
All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs and this decision is made by the Head Teacher in consultation with external agencies. A part time timetable is time limited and must not be treated as a long term solution and can only be made with parental agreement. This will usually be reviewed every two weeks within the time limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Review
This policy has been agreed and adopted by the Governors of Bromley Heath Infant and Junior Schools in January 2024. The policy is taken from the suggested local authority model.

The Attendance and Punctuality Policy will be reviewed every two years.

Signed: Graeme Laycock BHJS
Signed: Sarah Cook BHIS
Review Date: January 2028

Appendix A

Threshold for Parent contact: (See 'engaging with parents and carers') action will be taken to engage with parents.

1. Where there are five broken or incomplete weeks in each old style term (Autumn, Spring, Summer). A broken week is one where there is at least one late or absence mark in the register.
2. Where attendance is below 95% over a term
3. Where there have been repeat late or U code marks with or without other attendance concerns

For example

Threshold for parent engagement *	Term 1-2	Term 1-4	Term 1-6	
Broken Weeks	5 Broken Weeks	10 Broken Weeks	15 Broken Weeks	
Percentage	95%	95%	95%	

*Staged. Letter. Invite to support meeting. Consideration of Individual Health Care Plan

Possible example

Stage 1	Year to date broken weeks greater than 5% over 2 terms or ≥ < 95%	Letter 1 Notification of low attendance
Stage 2	Two terms or more > 5% broken weeks or < 95%	Letter 2 Offering support of Family Link Worker.
Stage 3	Continued broken weeks > 5% Two terms or more of < 90% attendance	Meeting with Family Link Worker or Headteacher to discuss • impact of missed learning • investigate reasons for absence and solutions • set attendance targets
Stage 4	Previous year attendance < 90% Repeated termly attendance 5 broken weeks over 2 terms	School Attendance Meeting with Headteacher and/or EWO • discuss impact of missed learning • investigate reasons for absence and solutions • set attendance targets • fining or Individual Health care plan creation discussed • Set review period • EWO informed
Stage 5	Previous year attendance < 90% 5 or more broken weeks (over two terms) Repeated termly attendance continues to be of concern and	Following School Attendance Meeting review, meeting held with Head Teacher and/or EWO:

	School Attendance Meetings have not bought about improvement	• Advise parent/carer that a panel meeting will take place. • School Attendance Panel meeting takes place (letter sent to arrange) • If no improvement after 4 weeks, school completes a request for an Attendance Panel review chaired by LA representative. • Update for EWO who may become involved

Appendix B – information from South Gloucestershire regarding penalty notices (July 2024)

What you need to know if your child is absent (unauthorised) during term time – from September 2024 onwards

Unauthorised absences will be monitored on a rolling 3-year basis (including between schools and different local authority areas).

Penalty Notices can be issued when there have been 10 unauthorised absences (1 school day = 2 sessions, 5 school days = 10 sessions). The threshold can be met with any combination of unauthorised absence within 10 school weeks. Penalty Notices are issued for any term-time or irregular absences that are unauthorised (for example, a 5-day term-time holiday) - whether these absences are taken consecutively or cumulatively over a period of 10 school weeks.

1st Penalty notice

The first Penalty Notice is issued for term time absences or irregular absences, the amount will be:

- **£80** per parent, per child (if paid within 21 days of issue)
- **£160** per parent, per child (if paid after 21 days but within 28 days of issue)

No. of parents	No. of children	Fine amount up to 21 days	Fine amount after 21 days but within 28 days
1	1	£80	£160
1	2	£160	£320
2	3	£480	£960

2nd Penalty notice

The second Penalty Notice is issued for term time absences or irregular absences, issued to the **same parent** for the **same child**, the amount will be:

- **£160** per parent, per child (if paid within 28 days). This is a flat rate. **There is no discount for early payment.**

No. of parents	No. of children	Fine amount up to 21 days	Fine amount up to 28 days
1	1	Not applicable	£160
1	2	Not applicable	£320
2	3	Not applicable	£960

Further offences

The third time an offence is committed for unauthorised term time or irregular absences **within 3 years** by the same parent for the same child (including those from other schools or Local Authorities) may result in an automatic request for Prosecution.

Education Act: 1996: It is your responsibility as the parent/carer to ensure your child's school attendance is on a regular basis and if you fail to do this without good cause, you are liable to prosecution. If found guilty of this offence you could be liable to, amongst other things, a fine of up to £2500 and/or a custodial sentence of up to 3 months.