



# Attendance policy summary

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Dear parents/carers,

At The Brow CP School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

## Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

## Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to:

- Your child's teacher
- Mrs Webb – Headteacher
- Mrs Formby – Attendance Officer
- Mrs Geraghty – Family Support Worker

## Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and Mrs Webb will review it
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

## How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 9 am to inform us about your child's absence. You can also report an absence via School Spider.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records
3. **Evidence:** if your child is absent for more than three days, we ask you to provide some form of evidence e.g. appointment card, prescription/copy of medication label with name and date showing, care at the chemist card etc.

## Punctuality

School gates will be open from 8.40 am each day and registration is at 8.45 am. Children arriving after registration will be marked late. Children arriving late must come to the main reception area and a parent/carer must sign them in with a reason for being late. Children arriving after 9.30 am, will be late after the register has closed which means they will receive a 'U' code which is a half day absence.

## Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. The headteacher will carefully consider each request and, if deemed appropriate and in the best interest of the child, may grant permission for the term-time holiday following discussion with the local authority Education Welfare Officer and having reviewed evidence provided.

We emphasise that such instances will only be considered on a discretionary basis, and the decision will be made with the pupil's educational welfare as the utmost priority. We appreciate your co-operation and understanding regarding our approach to term-time holidays.

## Sanctions for unauthorised absence

In line with government guidance and school policy, you may be issued a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.

## Rewards for good attendance

We value and recognise good attendance at The Brow. Pupils who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition.

Class attendance is celebrated weekly in assembly, with a trophy awarded to the class with the highest attendance that week.

Individual attendance certificates will be given at the end of each term in whole school assemblies.

Each class will display half termly attendance with children achieving Gold (96% or higher), Silver (93-95%) or Bronze (below 93%)

**Let's work together to celebrate and encourage regular attendance.**

Please get in touch with a member of the team with any further questions, and we'll be happy to discuss them with you.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours sincerely,

*Mrs L. Webb*

Headteacher  
The Brow CP School

### Contact information

School office: 01928 563089

Email: [sec.thebrow@haltonlearning.net](mailto:sec.thebrow@haltonlearning.net)

Website: [www.thebrowprimaryschool.com](http://www.thebrowprimaryschool.com)

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

# ATTENDANCE MATTERS



**LOST MINUTES = LOST LEARNING!**

**EVERY SCHOOL DAY COUNTS!**



**Every school day counts BUT every minute is equally important!**

## Good Attendance means...

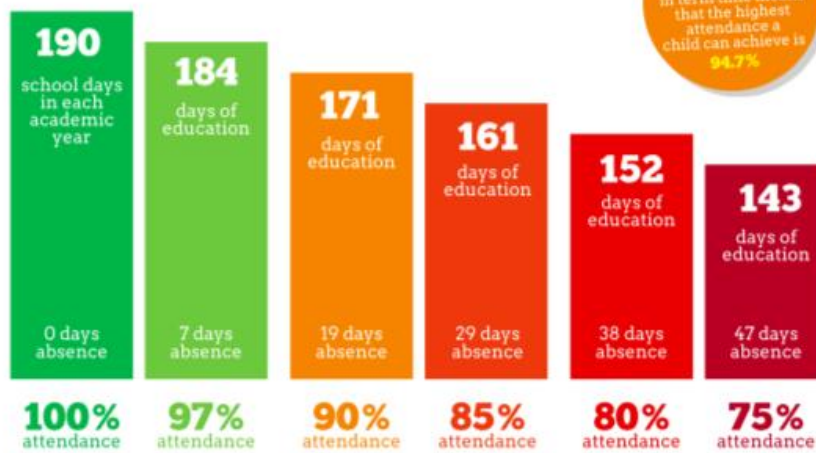
Being in school at least 97% of the time or 184 to 190 days

### Remember

Your education is important - don't miss out!

#### Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is 94.7%



**Well done**

**I'm concerned**

**Seriously worried**

A good attendance gives you the best chance for success

A poor attendance gives you less chance of success

Very poor attendance has a serious impact and reduces life chances

There are **365** days in a calendar year

**175** days are not spent at school\*

\*So there's plenty of time for shopping, holidays and appointments!

#### Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends