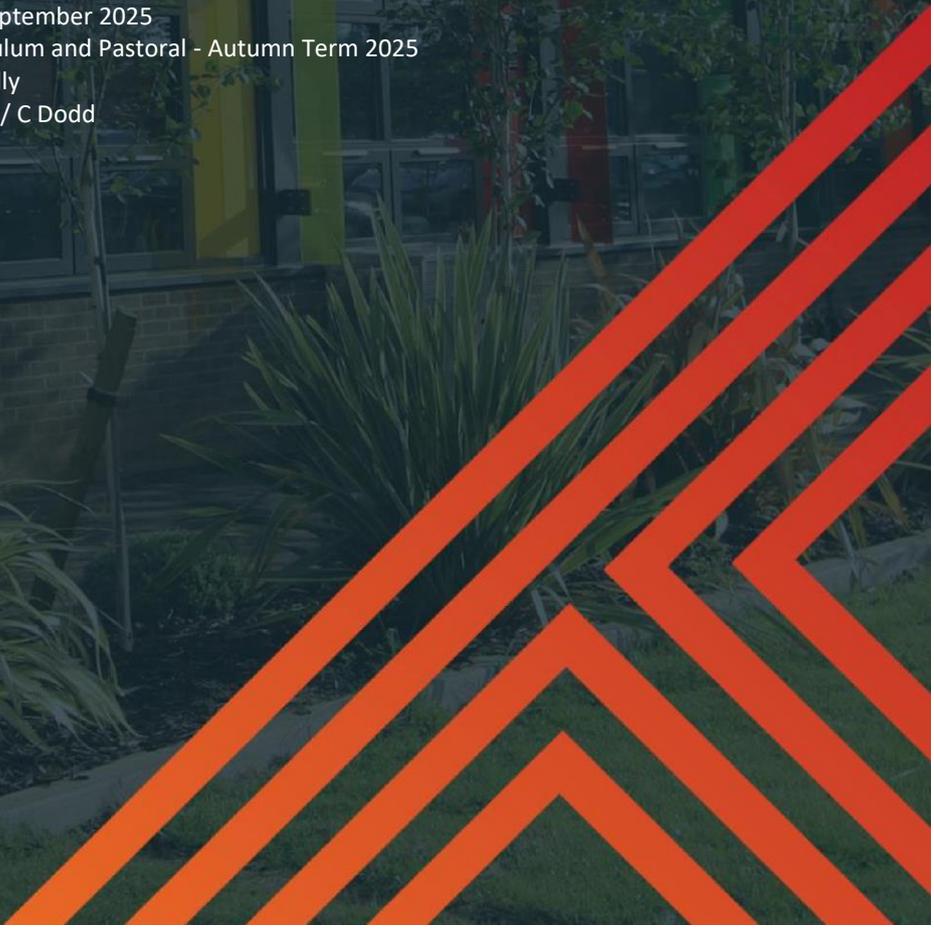




Attendance Policy

Approved On/By:	Full Governing Body 25 th September 2025
Last Reviewed On:	25 th September 2025
Next Review Due By:	Curriculum and Pastoral - Autumn Term 2025
Monitoring & Review:	Annually
Staff Member(S) Responsible:	R Patel/ C Dodd



Aims

- To support every child in our school in achieving 100% attendance throughout the academic year.
- To ensure excellent attendance is an expectation we have of every student to support their academic success and well-being in school.
- To work closely with parents and relevant support services to address factors that may have an impact on a student's attendance.
- To encourage students to attend school regularly and maintain excellent attendance.

Statutory Framework

- 'Support First' is the procedure that all schools, academies, alternative providers and independent schools in Birmingham should follow where there are concerns about unacceptable levels of individual pupil absence. It seeks to improve pupil attendance and act quickly where there is unauthorised absence. We know from the Department for Education guidance 'Working together to improve school attendance' May 2022, that good attendance is 'essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.
- The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.
- At KS4, the overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%). Working together to improve school attendance - GOV.UK (www.gov.uk)
- For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Attendance and In-term Leave

- The law does not grant parents an automatic right to take their child out of school during term time.
- Any absence from school will disrupt your child's learning. You may consider that a holiday/absence will be unavoidable but your child will miss out on the teaching that their classmates will receive during your holiday/absence.

Percentage Attendance (%)	Number of Days Absent/Lessons Missed
100%	0 days absent/0 lessons missed
97%	5 days absent/25 lessons missed
94%	9 days absent/45 lessons missed
92%	12 days absent/60 lessons missed
90%	16 days absent/80 lessons missed
88%	19 days absent/95 lessons missed

85%	23 days absent/115 lesson missed
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- Students returning from a term time holiday/absence are also unprepared for the lessons which build on the teaching they have missed.
- Children rarely catch up on missed work; this poses a potential risk of under achievement. It is your responsibility to ensure your child attends school regularly.

Legal Prosecution

- Any term time holiday will be recorded as unauthorised.
- The Education Legal Team will be notified of the holiday/absence taken and a Penalty Notice will be issued.
- Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.
- Parents are fined individually and for each child who is out of school. (A week extra holiday for 2 children could therefore incur a fine of £60 per parent per child (£240) which if not paid on time would come to £480).
- Do not book holidays or trips abroad without contacting the school first and be aware that most trips will not be authorised and will result in the school pursuing legal action.
- Ongoing unauthorised absence - When:
 - a pupil has had a minimum of 10 sessions of unauthorised absence within a period of 10 school weeks; This can span over different terms and academic years.
 - a school has completed the relevant attendance procedure and;
 - despite that procedure being followed by the school, there has been little improvement in the pupil's attendance; or a notice to improve has been issued but there has been no improvement over a six-week period.

Lateness and Punctuality

- The prompt arrival by all students each day is crucial to the effective running of the school.
- Pupils are expected to be on site at 8.30am. Any pupil that arrives after 8.40am will be marked late by staff members in the reception.
- The main school gates will lock at 8.40am and any student who arrives after this time will have to access the school by the main reception.
- The morning register will close at 9.10am and students arriving after the close of the register will be recorded as late using the U Code. This means that it will count as an absence for that session and will not be authorised meaning statutory action may be taken where appropriate.

- Pupils who are late to school will receive a 30-minute detention the same day.
- Pupils who are late to lesson will also receive a 30-minute detention on the same day.
- If a pupil is marked late more than once in a day, the detention will be for one hour on the same day.
- The school reserves the right to adapt its sanctions for lateness during the course of a school year, based on whether the above described sanctions are having an effect.