



Attendance Policy

Every Day Matters. Every Lesson Counts.

At Brownhills West Primary School, attendance is a core expression of our vision for every child to **belong, be responsible and ignite ambition**. As a proudly accredited Inclusive Attendance school, our approach is rooted in strong relationships, compassionate understanding, and evidence-informed practice. We believe that when children attend consistently, they build secure routines, deepen their sense of belonging, and access the full range of opportunities that help them flourish academically, socially, and emotionally.

Using the **Inclusive Attendance Model**, we embed attendance within every aspect of school improvement, ensuring early support, barrier-removal, and collaborative work with families. Our culture of high expectations, shared responsibility, and ambition for all ensures that attendance is understood, prioritised, and championed across the whole community. At Brownhills West, attendance is more than a number – it reflects our values in action and our commitment to helping every child connect, participate, and succeed each day.

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Contents

1. Aims	1
2. Legislation and guidance	1
3. Roles and responsibilities	2
4. Recording attendance	4
5. Authorised and unauthorised absence	6
6. Strategies for promoting attendance	8
7. Supporting pupils who are absent or returning to school	8
8. Attendance monitoring	9
9. Monitoring arrangements	10
10. Links with other policies	11
Appendix 1: attendance codes.....	12



1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate



- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the Trust's schools
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher / Senior Attendance Champion

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices where necessary
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance / Attendance Champion

The designated senior leader (also known as the 'senior attendance champion') is responsible for:



- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the Headteacher and can be contacted via the school office on 01543 452766 or at postbox@brownhills-w.walsall.sch.uk

3.4 The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

The attendance officer can be contacted via the school office on 01543 452766 or at postbox@brownhills-w.walsall.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), on the school's electronic system which alerts the school office immediately.

3.6 School Admin

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance officer or the child & family welfare assistant, where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:



- Make sure their child attends every on time at **8.40am**
- **Call the school to report their child's absence by 9.15am** on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance support plans and contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting the Headteacher or Family Support Worker who can be contacted via the school office.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at **8.40am** and ends at **3.30pm** (Reception/Y1/2) or at **3.25pm** (Y3/4/5/6) & 2.30pm for all on Friday.

Pupils must arrive in school by **8.40am** on each school day.



The register for the first session will be taken at **8.40am** and will be kept open until **9.05am**. The register for the second session will be taken at **1.05pm** and will be kept open until **1.15pm**.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by **9.15am**, or as soon as practically possible, by calling the school office staff, who can be contacted on 01543 452766. It must be a phone call, and emails/messages will not be accepted.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or attendance is below 90%, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If a pupil has 10 or more days missed, medical evidence will be requested.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this promptly.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents/Carers should notify the office of planned appointments.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Will be marked as late between 8.50am and 9am, using the appropriate code
- Will be marked as absent after the register has closed, using the appropriate code

Punctuality is monitored regularly and if punctuality issues are ongoing, parents will be contacted to ascertain the reasons and whether support can be given to the family.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will leave a message for the parent to call school back. The attendance officer will be notified and the next steps will be decided based on contextual information. The Headteacher will decide whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and conducting safe and well checks by visiting the home address
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance



- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, school will issue a notice to improve, penalty notice or other legal intervention as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels and their child's end of year school report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off events which are unavoidable.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)

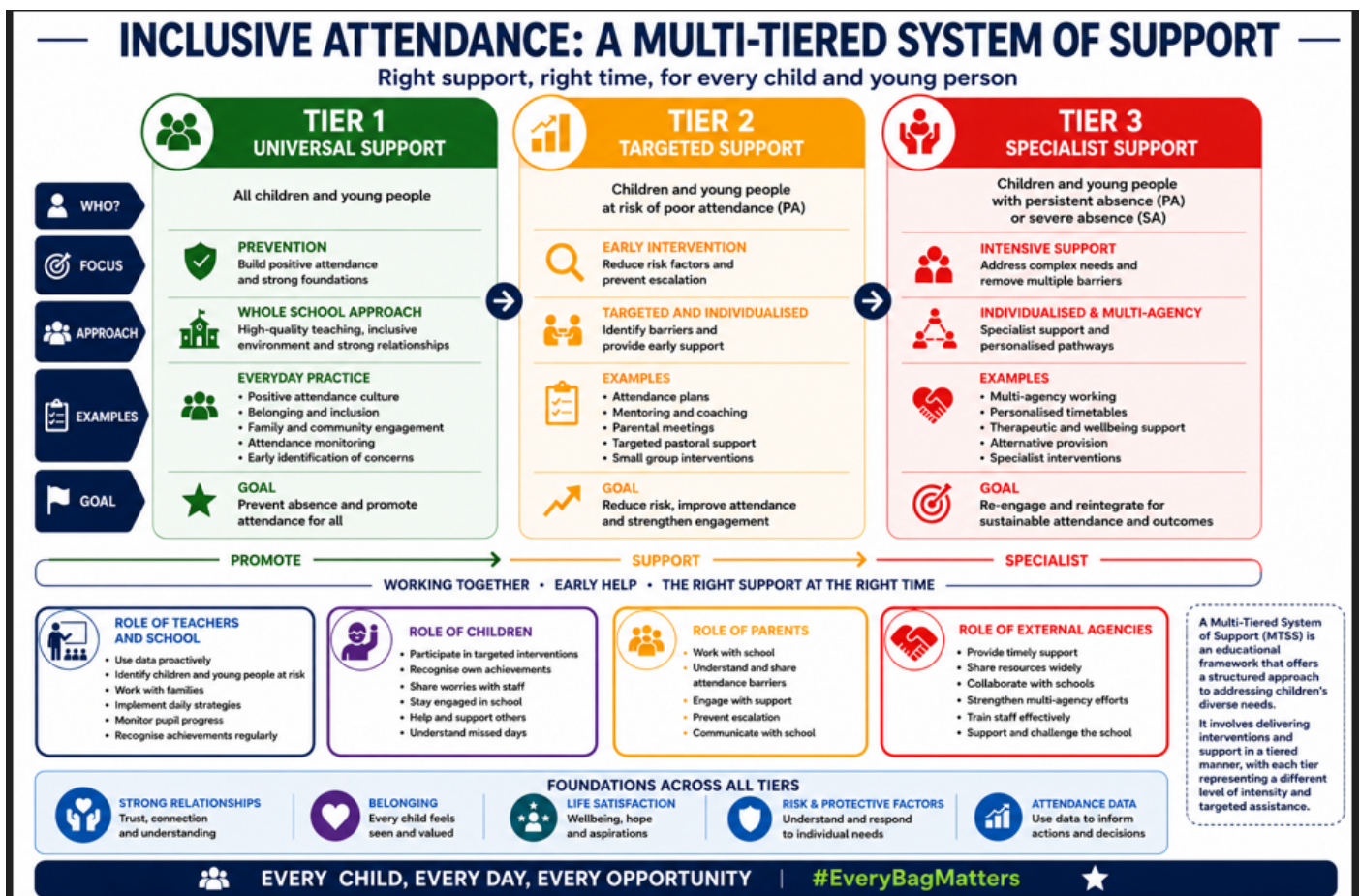


Brownhills West Primary School

- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Interventions

To guarantee a comprehensive approach to attendance, Brownhills West Primary School implements a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.





Brownhills West

Primary School

Stage	Why?	School actions	Who?
The green zone 4 or less days off 97 - 100%	None. Well done!	None. Keep going!	All staff.
Tier 1			
Tier 1 Yellow zone Concern of Persistent Absence 5 or more days missed 93 - 96.9%	5 or more days missed - Fallen below 97%. - Repeated illness with no evidence provided. - Late marks. - Unauthorised absences. - Unexplained absences. - Patterns of non-attendance.	- Tier 1 'Cause for Concern Letter' issued. - Parent conversation with Class Teacher (CT) and recorded on CPOMs by CT. - Pupil's name to be added to attendance tracker spreadsheet and discussed at fortnightly Attendance meet.	- Class Teacher - Family Support Worker.
Tier 2			
Tier 2 Orange zone Risk of Persistent Absence 10-18 days missed 90 - 92.9%	All of the above and: - No improvement with attendance. - Lack of parental engagement.	- Tier 2 - Phonecall with notice to improve from SLT - Tier 2 'Attendance Meeting Letter' issued. - Penalty Notice Warning Letter also issued - see here. - Face-to-face meeting in school with FSW, AHT. BWPS Attendance action plan completed - see here. Added to CPOMs by FSW/AHT. - Pupil/Parent voice to explore attendance.	- Family Support Worker - Attendance Lead - Attendance Champions. - Senior Leadership Team
Tier 3			
Tier 3 Pink zone Persistent Absence 19+ days missed Less than 90%	All of the above and: - Non attendance is significant. - Significant concerns despite previous support.	- Tier 3 'Persistent Absence Meeting Letter' issued. - Meeting in school with EWO and HT. BWPS Attendance action revisited and updated - see here. Added to CPOMs by HT. - Statutory referral discussion if no improvement in 20 days.	- Family Support Worker - Attendance Lead - Attendance Champions. - Senior Leadership Team - Educational Welfare Officer
Tier 3+ Red Zone Fixed Penalty Notice	20 day Penalty Notice Warning passed. - Fail the 20 day PNW period due to further absence.	- Tier 3+ 'Legal Referral' issued. - Statutory intervention. - Continue to monitor.	- Headteacher - Educational Welfare Officer

Penalty notices

The headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution



Brownhills West Primary School

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead through the Local Authority channels.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for Supporting Attendance

Our attendance philosophy is rooted in a **recognition-based approach** that celebrates both personal and collective achievements. We know that recognising effort and progress helps to thwart isolation, prevent victimisation, and cultivate positive, inclusive environments where relationships can flourish. By valuing the contributions of every child, family, and member of staff, we nurture intrinsic motivation and reinforce our culture of belonging and ambition. As part of this approach, attendance recognition will take place in weekly assemblies for classes demonstrating excellent attendance, and termly certificates will be awarded to pupils who achieve excellent or improved attendance.



7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

School works closely with families using a repertoire of strategies to removing barriers to attendance. Some of those strategies include: early morning calls, collection of children from home, walking bus, sign-posting to relevant agencies, personalised pastoral support for children in school, amended timetables, attendance support plans - this list is not exhaustive.

7.2 Pupils absent due to mental or physical ill health or SEND

School works closely with families and makes a number of personal adjustments to support children whose mental, physical health or SEND is a barrier to their attendance. Some of those strategies include: sign-posting to relevant agencies, personalised pastoral support for children in school, amended timetables, dual attendance to alternative provisions, home tutoring from specialist school - this list is not exhaustive.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

School will use a personalised approach to supporting children back into school after a long or unavoidable absence. This will include: a period of phased return, amended timetables, 1-1 mentoring, personalised pastoral support in school, amended lessons - this list is not exhaustive.

8. Attendance monitoring

8.1 Monitoring attendance

The school monitors attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school, at an individual pupil and at group levels.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns



8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Pupils will be categorised into the Tiered System, and associated actions will be implemented
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs co-ordinator, the designated safeguarding lead and the pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Offer an Attendance support plan with specific targets and support that coincides with an attendance contract
- Implement interventions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the full governing board.



Brownhills West

Primary School

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Relationship and Behaviour policy



Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment



S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)



Brownhills West

Primary School

Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



Appendix 2: Attendance Letters

Subject: Tier 1 Attendance -Cause for Concern: Working Together to Support [Child's Name]

Dear [Parent/Carer Name],

I am writing to let you know about **[CHILD'S NAME]'s** attendance, which is currently [%]. This is the equivalent of [] **days absent**. At Brownhills West Primary School, we aim for all children to attend at least 97% of the time (no more than 5 days absence across the school year) so they can *belong, strive for excellence*.

We are concerned because time away from school can create gaps in learning. Every child has the right to a full-time education, and regular attendance helps them to learn, feel part of the school community and achieve their best.

You can support your child's attendance by:

- Talking to them about the importance of coming to school every day and being on time.
- Letting the school know if there are any worries or problems.
- Keeping them in school for minor illnesses such as coughs and colds.
- Arranging appointments outside of school hours where possible.
- Taking holidays during school holidays, not in term time.
- Providing medical evidence where appropriate (e.g. appointment letters or prescribed medication).

We will continue to monitor attendance closely.

If attendance does not improve, we will arrange a face-to-face meeting with you at Brownhills West Primary School to discuss how we can support you and your child.

If there is anything affecting your child's attendance that we may not be aware of, please contact the school office. We are here to support you and your child.

Warm regards,

[Your Name]

[Role]

Brownhills West Primary School



Subject: Tier 2 - Attendance Meeting

Dear [Parent/Carer Name],

At Brownhills West Primary School, we aim for all children to attend school at least 97% of the time so that they can *belong, and strive for excellence*.

We are concerned about your child's attendance. Their current attendance is XX for XXX **which means they have both missed XX days** - this is below our school target of 97%.

Every child has the right to a full-time education and regular attendance helps them to learn, feel part of the school community and achieve their best. When children are not in school, they miss important learning and this can make it harder for them to keep up.

As a parent/carers, you have a legal responsibility to make sure your child attends school regularly.

We would like to invite you to a meeting to talk about your child's attendance and how we can work together to support improvement. Our aim is to work in partnership with you. During the meeting, we will ask if there is any support you or your child may need to help improve attendance.

The meeting will take place on: **[DATE AND TIME]** at Brownhills West Primary School. **A member of the SLT** will attend the meeting.

If you are unable to attend, please contact the school office to arrange another time.

Thank you for working with us to support your child so they can attend regularly and achieve their full potential.

Yours sincerely,

[Your Name]
[Role]

Brownhills West Primary School



Subject: Tier 3 Attendance Concern – Risk of Persistent Absence and Legal Intervention

Dear [Parent/Carer Name],

Despite previous communication and support, [Child's Name]'s attendance has now reached [X] days of absence this term. This places them at serious risk of being classified as persistently absent.

We are now issuing a formal notice to improve attendance. Continued absence may result in a referral for legal intervention, in line with statutory guidance.

We remain committed to supporting you and [Child's Name]. If there are ongoing barriers, please contact us so we can work together to address them.

Let's act now to avoid further escalation and ensure [Child's Name] can thrive at school.

Yours Sincerely,

[Your Name]

[Role]

[School Name]



Tier 3+ - Attendance concern to be referred to the Local Authority

Dear [Parent/Carer Name],

It has come to my attention that **[STUDENT NAME]** has recently had [] sessions of unauthorised absence between [] and []. As a parent of **[STUDENT NAME]**, under Section 7 of the Education Act 1996, you have a duty to ensure your child receives a suitable education through regular attendance at school.

At Brownhills West Primary School, we want every child to *belong, and strive for excellence*. Every child has the right to a full-time education and regular attendance is essential to support both their learning and wellbeing.

Unfortunately, the support we have offered has not yet improved your child's attendance. This support remains available to you, and we strongly encourage you to continue to engage with us. However, under the national framework for improving school attendance, we are now required to notify the Local Authority Education Welfare Officer of the unauthorised absence.

The Education Welfare Officer will now consider issuing a Notice to Improve. This is intended as a final opportunity for you to engage with support and improve your child's attendance before a penalty notice is issued.

As a school, we are required to report continued unauthorised absence to the Local Authority, but it is our hope that, by working together, we can ensure **[STUDENT NAME]** attends school every day.

The Education Welfare Officer will write to you shortly with their decision and, if appropriate, details of the Notice to Improve.

Yours sincerely,



Brownhills West Primary School

Appendix 3: Attendance Contract

Attendance Contract Template

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
Areas of concern:	
Education Welfare Officer contacts	
Any possible barriers or problems at school, home or in the community/friendships which may be contributing to poor school attendance?	
Does the family require any support to help improve attendance?	

Action agreed
EXAMPLES OF ACTION AGREED: • Pupil will arrive at school by 8.30 a.m. every day. • Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return. • Parent will provide medical evidence for every sickness absence pupil may incur. • Are any issues preventing pupil from attending regularly, school staff will be informed?

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.



Appendix 4: Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell. There are government guidelines for schools and nurseries about health protection and managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't. If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

What to do about other conditions

- **High temperature**

If your child has a high temperature, keep them off school until it goes away.

- **Feeling anxious or worried**

It's normal for children to feel a little anxious sometimes. They may get a tummy ache or headache, or have problems eating or sleeping.

Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them.

If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse. Find information and advice about how to help children with anxiety

- **Coughs and colds**

It's fine to send your child to school with a minor cough or common cold. But if they have a high temperature, keep them off school until it goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

- **Chickenpox**

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

- **Cold sores**

There's no need to keep your child off school if they have a cold sore.

Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

- **Conjunctivitis**

You don't need to keep your child away from school if they have conjunctivitis, unless they are feeling very unwell. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

- **Ear infection**



If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

- **Hand, foot and mouth disease**

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

- **Head lice and nits**

There's no need to keep your child off school if they have head lice.

You can treat head lice and nits without seeing a GP.

- **Impetigo**

If your child has impetigo, they'll need treatment from a pharmacist or GP, often with antibiotics.

Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

- **Measles**

If your child has measles, they'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears.

They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.

- **Ringworm**

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP.

It's fine for your child to go to school once they have started treatment.

- **Scarlet fever**

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

- **Slapped cheek syndrome (fifth disease)**

You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

- **Sore throat**

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.

- **Threadworms**

You don't need to keep your child off school if they have threadworms.

Speak to your pharmacist, who can recommend a treatment.

- **Vomiting and diarrhoea**

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).



Brownhills West

Primary School