Appendix 1

Primary Academy Attendance Policy Appendix

Academy Name: Bringhurst Primary School

Senior Attendance Champion: Amelia Holdcroft and Joanne Bridgehouse

Safeguarding and Attendance Link Governor: James Dunseath

This appendix explains how Bringhurst Primary School puts the Trust attendance policy into practice. We work with families to help every child attend regularly, feel safe and included, and access their education.

The Timings of the School Day:

Session or year group	Time
Soft start for all year groups	8:30–8:50am
KS1 break	10:30–10:45am
KS2 break	10:45–11:00am
EYFS lunch starts	11:45am
Years 1–6 lunch	12:00–1:00pm
EYFS end of day	3:10pm
Years 1–3 end of day	3:15pm
Years 4–6 end of day	3:25pm

Children should arrive during the soft start and be ready for the school day by 8:50am. Late arrivals must report to the school office. The morning register closes at 9:20am. Pupils arriving after it closes are recorded as absent for that session using the appropriate code; where there is no authorised reason, code U applies. The afternoon register is taken at 1:00pm.

How to report your child as being absent from school and what will happen next:

Please telephone the school office by 8:30am if your child will be absent. Leave a message if there is no answer, giving your child's name, class, reason for absence and likely return date. Please keep us updated each day unless a different arrangement has been agreed.

The office follows up unexplained absence on the first day. If we cannot contact you, we will use the emergency contacts held by school and involve the safeguarding team where

appropriate. Further welfare checks or referrals will depend on the circumstances and level of concern. Please keep your contact details up to date.

How to request a leave of absence for your child:

Please obtain a leave-of-absence request form from the school office and return it to the office for the Principal's consideration before the proposed absence, wherever possible. Give the dates, reason for the request and any relevant supporting information. Submitting a request does not authorise the absence.

We aim to provide a decision within five school days of receiving the completed form. If further information is needed, we will explain this and let you know when to expect a decision.

Each request is considered individually on its own facts and circumstances, under the Trust policy and relevant attendance regulations. Requests may include participation in a licensed performance, an interview or an exceptional temporary part-time timetable. Study leave is not normally relevant to primary-aged pupils. No category of request is automatically approved or refused.

Holidays and leisure absence are not normally exceptional circumstances, so term-time holidays will rarely be authorised. We consider any exceptional circumstances put forward, including restrictions on leave for a parent serving in the armed forces. The Principal decides whether leave can be authorised and its duration. Please avoid making bookings before receiving the decision.

How we keep parents informed about their child's attendance:

We share attendance expectations, reminders and whole-school updates through newsletters, school messages and conversations with families. Families can request an update of their child's attendance from the school office at any time.

Our attendance team reviews attendance and punctuality weekly, including reasons for absence and patterns over time. We explain concerns to families promptly, listen to families and agree practical next steps. Where support is needed, we record the actions, responsible staff member and review date, then check whether the support is helping.

Where attendance raises concerns, we contact families more frequently by telephone, email, letter or a meeting. Our graduated response below prompts a review and proportionate contact; we consider individual needs, reasons for absence and previous support. We act earlier whenever necessary.

Attendance level or concern	School response
Below 95%	Email and telephone contact to check the information, identify barriers and offer advice.
Below 93%	Written notification. At 93% and not improving, telephone contact from the Principal.
At or below 91%	Letter, telephone contact and an explicit offer of support.
Below 90%	Meeting with the Principal, an individual support plan and consideration of an attendance contract.
SEND attendance below 94%	SENCO meeting with parents to agree a documented support plan and review date.

Persistent absence means missing 10% or more of possible sessions, including attendance of exactly 90%; severe absence means missing 50% or more. Both prompt close oversight and coordinated support. A child at exactly 90% is therefore considered persistently absent even though the school's meeting threshold above is below 90%.

How we encourage and promote good attendance and punctuality:

We promote attendance through positive relationships, a welcoming start to the day, engaging learning and pastoral care. We explain how regular attendance supports learning, friendships and wellbeing, thank families for their support and recognise improvement.

Whole-school celebrations, such as Party Playtime, recognise our shared progress and include all children. Children are not excluded from these celebrations for lower attendance. Our ambition remains 97%; a celebration milestone does not change that ambition.

We recognise that children sometimes cannot attend because they are too unwell, need an unavoidable medical appointment or experience exceptional circumstances such as bereavement. We consider each case sensitively. Please arrange routine appointments outside school hours where possible; where this is not possible, children should attend for the rest of the day if well enough.

What we are prioritising in our current academy attendance strategy:

Our 2026/27 strategy aims to improve whole-school attendance from 94.7% in 2025/26 towards our 97% ambition, with particular attention to disadvantaged pupils and pupils with SEND. We are reducing persistent absence, avoidable absence and term-time holidays through early identification, consistent use of our graduated response and practical support agreed

with families. Weekly attendance reviews, fortnightly reviews of disadvantaged pupils and SENCO meetings help us identify barriers and evaluate support. We consider individual circumstances alongside group percentages because our cohorts are small. The strategy is reviewed formally in December 2026, March 2027 and July 2027.

For our academy we are particularly mindful of the following:

We recognise that financial pressures, family difficulties, health needs, anxiety and difficulties accessing suitable support can affect attendance. Some families need help even when they are not eligible for free school meals. We listen to children and parents, identify barriers and coordinate appropriate pastoral or multi-agency support.

Sometimes poor attendance is a safeguarding concern. Attendance concerns are considered alongside changes in behaviour, wellbeing and family circumstances. Staff do not wait for attendance to fall below a set percentage before acting on a safeguarding concern. We handle sensitive information carefully and share it with relevant professionals when necessary to safeguard a child.

Working with our local authority:

Our local authority is Leicestershire County Council. We work with its Attendance Team, Inclusion Service and other relevant services to address barriers, review persistent or severe absence and secure appropriate education. Where another authority is responsible for a pupil, we coordinate with that authority as needed.

We follow the national attendance framework and Leicestershire's Code of Conduct for penalty notices. Ten sessions (5 days) of unauthorised absence within a rolling ten-school-week period triggers consideration of a penalty notice; it does not mean that a fine is automatic. Decisions are made by the Local Authority and consider individual circumstances and whether support is appropriate, has been provided and has been effective. Formal action may follow where support is unsuccessful, not engaged with or not appropriate.

Our local arrangements are set out in Leicestershire County Council's attendance information and Code of Conduct for issuing penalty notices:

Leicestershire County Council — school attendance

Leicestershire County Council — Attendance Team Code of Conduct

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities:

Parents should contact the class teacher, SENCO or an Attendance Champion as soon as health, anxiety or special educational needs make attendance difficult. We listen to the child and family, review provision and agree support matched to the child's needs. This may include

a trusted adult, supported arrival, wellbeing check-ins, reasonable adjustments, an individual healthcare plan and advice from relevant professionals.

The SENCO meets families whose child's SEND attendance declined in the previous year and parents of SEND pupils whose attendance falls below 94%. Plans identify barriers, agreed actions and review dates. We distinguish unavoidable medical absence from barriers that can be reduced, while maintaining accurate registers and an ambition for full-time education.

A part-time timetable is used only in very exceptional circumstances, with parental agreement, a clear purpose and an intended end date. It is time-limited, includes safeguarding arrangements and a plan towards full-time education, and is reviewed at least every six weeks or sooner where needed. It must not be used to manage behaviour. We liaise with the local authority, including the EHCP team where relevant.

Amelia Holdcroft, Principal and Joanne Bridgehouse, Senior Attendance Champion, are the designated school contacts for liaison with the local authority about its Section 19 duty, working with the SENCO, safeguarding team, family and relevant health professionals.

Where a child of compulsory school age cannot attend because of physical or mental ill health and would otherwise be without suitable education, we work with the responsible local authority to secure appropriate provision under Section 19 of the Education Act 1996. We contact the Inclusion Service as soon as health-related absence is likely to reach 15 school days, consecutively or cumulatively. We do not wait for 15 days to pass before seeking advice.

We provide relevant information, contribute to planning and review whether the child is receiving suitable education. Where a child is not receiving suitable education, we raise this promptly with the responsible authority.

Any remote education used to support a return is a last resort, tailored to the child's health and needs, and part of a clear reintegration plan. It is not a routine alternative to attending school. We agree how the child will stay connected to school, how learning will be supported and when arrangements will be reviewed.

Leicestershire Inclusion Service: inclusionpupilsupport@leics.gov.uk

0116 305 2071

For children living outside Leicestershire, we liaise with the responsible local authority as appropriate.

Leicestershire — education for children with medical needs

Leicestershire — Section 19 policy and process