



NEWBOLD SCHOOL ATTENDANCE POLICY

*Reviewed by Mrs J Crissey & Mrs Jennings, August 2025
Ratified by Newbold School Board of Governors, Autumn 2025
Next Review: September 2028*

1. Expectations

Children at Newbold School are expected to:

- Attend school regularly
- Arrive on time
- Be collected promptly at the end of the school day

Parents / Carers are expected to:

- Ensure their child attends school regularly and on time
- Avoid taking children out of school for non-essential reasons
- Ensure punctual arrival (children should be in class by 8:45am)
- Ensure timely collection:
 - 3:30pm Monday–Thursday
 - 12:30pm Friday
 - **F1** 12.15pm for morning sessions and 1.15pm to include lunchtime.
- Report absences on the first day and provide a reason
- Notify the school daily for continued absence
- Inform the school in advance of medical appointments wherever possible
- Support their child's full attendance and learning
- Provide at least two emergency contact numbers (preferably three)

2. School Responsibilities

The school will:

- Maintain accurate electronic registers (morning and afternoon)
- Follow up promptly on all unexplained absences

- Contact parents/carers where a child is absent without explanation
- Escalate concerns where contact cannot be made, including use of emergency contacts and safeguarding procedures
- Promote positive attendance across the school
- Work with external agencies where attendance is a concern, including the local Education Welfare Officer and Children's Social Care where necessary

In line with the **Early Years Foundation Stage framework (2025)**, attendance is monitored as part of safeguarding responsibilities. Unexplained, repeated or prolonged absence is treated as a potential safeguarding concern and followed up appropriately.

3. Registration Procedures

- The register is a legal document and is completed electronically
- Registers are taken at the start of each morning and afternoon session
- Lateness is recorded automatically and monitored
- School gates are closed at 8:55am for safeguarding and security
- Parents/carers must not enter classroom areas without permission or invitation

4. Monitoring Attendance and Lateness

- Absence must be reported by 8.45am on the first day
- Unreported absence will be followed up by the school
- Persistent lateness or absence will be monitored closely
- Concerns will be escalated to the Headteacher
- Where necessary, cases will be referred to the local Education Welfare Officer

We try to promote positive attendance by impressing upon parents/carers the importance of regular attendance in raising standards throughout the school, including absence fines.

5. Promoting Good Attendance

The school promotes strong attendance by:

- Emphasising the link between attendance and achievement
- Monitoring patterns of absence
- Working closely with families to remove barriers to attendance
- Highlighting the importance of punctuality and consistency

- The Headteacher will refer persistent latecomers to the Education Welfare Officer, when deemed necessary.

NB: Independent schools are subject to attendance audits from Bracknell Forest Borough Council's Education Welfare Officer, who will identify patterns of persistent absence and may act upon these according to their Local Authority policies and procedures, if they have concerns.

6. Term-Time Absence / Holidays

Attendance during term time is essential.

Leave of absence during term time will not be authorised unless there are exceptional circumstances, in line with the **Education Act 2006 amendments**.

The Headteacher **will not** authorise children's absences for holidays during term time.

Unauthorised absences for extended or term-time holidays will incur a fine of £50 per day (if statutory school age).

Unauthorised absence may result in a penalty notice issued by the Local Authority.

Extended holidays

Children should be in school during term time. It is not in their interests to take extended holidays when they will miss vital instruction and activities related to their programme of study. Furthermore, it is not reasonable to expect the class teacher to prepare extra work for the child to take with them whilst absent from school for any reason other than long-term illness. If work is acquired through any other source during absence, our teachers are not expected to mark or assess it or to personally coach a child upon return so that they can catch up with their peers. Catch-up sessions due to absence may be charged at the current SEND rate.

Amendments to the 2006 Education Act make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is clear that parents and carers do not have any right to take a child out of school during term time except in the extenuating circumstances (listed). It is illegal for a child to be withdrawn without permission and we are obliged to report such absences to the Education Welfare Office. Parents/carers will need to make quite clear the reasons for withdrawal during term times and these **may not** include the following:

Examples that will not normally be authorised include:

- Family holidays or travel
- Cheaper travel arrangements
- Overlap with school holidays or term dates
- Birthdays or special occasions

- Extended family visits

Examples of exceptional circumstances may include:

- Bereavement or attendance at a close family funeral
- Serious illness of a close family member
- Specific religious observance
- Armed forces family leave following deployment
- If your child is ill

7. Illness and Health

- Children should only attend school when well enough to do so
- Children with a temperature of 38°C or above will be sent home
- Parents will be contacted if a child becomes unwell during the school day
- Medication guidance is followed in line with school health policies

8. Safeguarding and Escalation

Where absence is unexplained or prolonged:

- The school will attempt all contact routes
- Emergency contacts will be used
- Concerns will be escalated in line with safeguarding procedures
- Where necessary, referrals will be made to external agencies

Attendance is monitored as part of safeguarding under EYFS and whole-school statutory duties.

9. School Closure Due to Extreme Weather or External Factors

The school may seek guidance from the Local Authority, where appropriate, and will make decisions regarding any potential school closures relating to extreme weather conditions, including heatwaves, extreme cold weather, or snow, based on health and safety considerations and site temperature checks. Decisions will be made in the best interests of pupils, staff, and visitors, taking into account health and safety requirements within the school environment.

In circumstances where severe weather conditions or other factors beyond the school's control (for example, loss of water supply, heating failure, or other essential services) present a risk to

health and safety, the school may need to close temporarily. Parents/carers will be informed as soon as possible using the school's usual communication methods.

Please note that no reimbursement of fees will be made in the event of closure due to circumstances beyond the school's control.

10. Equality and Expectations

The school is committed to ensuring that all pupils, regardless of background or need, are supported to attend regularly and achieve their full potential.

(See our Health and Safety, Safeguarding, Admission, First Aid, Safeguarding and Sick Children Attending School policies)

- *This policy may be updated sooner in response to changes in legislation, guidance, or school need.*