



# NEWBOLD SCHOOL ATTENDANCE POLICY

*Reviewed by Mrs J Crissey & Mrs Jennings, August 2024*  
*Ratified by Newbold School Board of Governors, Autumn 2024*  
*Updated: August 2025 (to include EYFS Statutory framework changes)*  
*Next Review: September 2027*

## AT NEWBOLD SCHOOL WE EXPECT THAT:

### 1. Children

- a. Attend school regularly.
- b. Arrive on time
- c. Are picked up on time at the end of the day

### Parents / Carers should:

- d. Ensure their child attends school regularly.
- e. Not take casual days off as a treat for their children.
- f. Ensure their child arrives on time for school (i.e. children should be in class at 8:45am).
- g. Ensure their child is picked up on time at the end of school (3.30 p.m, Monday to Thursday and 12:30 pm on Fridays. (**F1** 12.15pm for morning sessions and 1.15pm to include lunchtime).
- h. Contact the school on the first morning of absence if their child is unable to attend for a valid reason, provide a note, if necessary, and call or email daily to confirm continued absence thereafter.
- i. Inform the school, at least the day before, if appointments are booked for doctors, dentists etc...
- j. Support the school in its aim to raise the achievement of their child through full attendance at school.
- k. Provide at least 2 (preferably 3) urgent contact numbers to the school.

### 2. The School should:

- a. Ensure efficient and accurate electronic registration of pupils.
- b. Contact parents/carers if a child fails to attend without a satisfactory explanation.
- c. Investigate any unexplained absences and, if deemed necessary, send a member of staff to the parents' home. Call the police or Bracknell Forest Council Children's Social Care if parents cannot be contacted.
- d. Promote positive attendance.
- e. Liaise with Bracknell Forest Education Welfare Officer regarding unauthorised and persistent absences, as needed.

- f. Report persistent absence, including late to school after the register, to the Bracknell Forest County Council Attendance Officer, who visits the school once per term to audit our attendance records.

## REGISTRATION PROCEDURES

The register is a legal document.

- Our registers are electronic and are taken at the beginning of each morning and afternoon
- Lateness will be noted by the computerised registration system, which will provide information for the Education Welfare Officer, Ofsted and any other relevant inspector. The school gates will be closed and locked by 8.55am for security reasons.
- Parents should not enter the school classroom building **at any time** without an invitation.

## POSITIVE ATTENDANCE PROMOTION

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.

### Monitoring

- Absences must be reported to the school by parents/carers on the day of the child's absence, preferably before 9am.
- If a child is absent without notification, the school will contact you to ask for a reason. If there is no response, the school will contact other emergency contacts. Please see our safeguarding policy for more information on actions taken for unexplained absences.
- Any prolonged absences or any concerns will be reported to Bracknell Forest Borough Council's Education Welfare Officer and/or referred to local children's social care services.
- Class teachers will bring any concerns about absence or persistent lateness to the Headteacher.
- More than 3 unauthorised or unexplained absences/late slips in one week will require parents to make an appointment with the class teacher to discuss any issues that may be affecting persistent lateness.
- After the parent-teacher discussion, the class teacher will refer any further late arrivals to the Headteacher.
- The Headteacher will contact parents/carers where deemed necessary.
- 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.

### 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.

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).

***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:

1. Availability of cheap holidays
2. Availability of accommodation
3. Better weather
4. Overlap with the beginning or end of term
5. Birthday treats and trips
6. Extended family visits abroad

#### **Examples of acceptable reasons for absence:**

1. Visiting very ill family members,
2. Attending a close family member's funeral, (this should be the funeral of a very close family member, not a distant cousin or other obscure relative).
3. Armed forces family member returning from operations,
4. If your child is ill
5. Religious observance (If you observe a specific religion and a religious observance or celebration falls during term time, it is highly likely you will be given permission to take your child out of class).

Please note that children should be sent to school only if they are well enough (see Sick Children Attending School Policy). Children should not be sent to school if they have a raised temperature or need any medication (such as, Paracetamol, Calpol, Ibuprofen).

Children with a temperature at or over 38C will be sent home. If a child's temperature rises to 38 or over, we will call the parents to come and collect him/her.

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