Pupil Attendance Policy

Date of Policy:	November 2023
Reviewed:	November 2025
Review Date:	November 2027
Review Period:	Two yearly
Signed by:	Chair of Governors Date

Overview

- At Brooklands, we believe it is essential if pupils are to get the best out of their school experience, including their well-being and wider life chances, attendance at school is vital
- For more vulnerable pupils, regular attendance is also an important protective factor and provides the best opportunity for needs to be identified and support provided
- Improving attendance is everyone's business. Barriers to attendance can be complex and working with a range of agencies and support services is vital to improving attendance in many cases
- Securing good attendance cannot be seen in isolation, its foundations lie in securing a school that is calm, orderly, welcoming and safe. Excellent relationships between staff and pupils plays a major role in this.

Expectations of School

- We believe in the benefits of high attendance, and we promote this with pupils and families through for example, our pastoral system, our PLG meetings and annual reviews
- Attendance registers are accurately completed each day and all absences are followed up immediately.
- All attendance data is shared with DfE and the LA as required
- Attendance is analysed weekly by SLT in their weekly meetings, and support is put in place if and when required
- Attendance is shared termly with governors
- We build strong relationships with families; we listen to their needs around attendance and work closely with families and other professionals to provide to best support for our families

- We work collaboratively with all partners and the LA to avoid attendance becoming persistent and severe

Granting leaves of absence

- Each application for leave of absence is considered on an individual basis
- We recognise the challenges faced by most of our families in taking a holiday during the busiest times of the year, and we would count this as exceptional circumstances and for this reason we would grant one holiday per year

Children absent from education

- We understand that children absent from education, particularly for prolonged periods and / or on repeat occasions, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation – particularly county lines.
- We will respond to children absent from education, seeking support in identifying such abuse in order to help prevent the risk of them going absent from in the future.
- We will be vigilant when problems are first emerging but also where children are already known to local authority children's social care and need a social worker, where going absent from education may increase known safeguarding risks within the family or in the community.

Children missing from Education

- See CME Policy

Day to Day processes

- Registers are taken at the start of the morning and afternoon session
- Registers are closed at 9.30am, and any pupils with persistent lateness will form part of the weekly SLT discussion
- Parents should contact school when their child is absent. Where this is not the case, school will make contact with parents. If there is no contact made, school will visit the family (where possible) to ascertain where the pupil is. Where a child has a social worker, we will inform them if contact has not been made.
- We will hold more than one emergency contact for each pupil to assist in this process
- In all conversations with parents about attendance, we will be sensitive to the needs of their child and their family
- We will work with parents to establish appropriate support and provision to help to improve attendance

Individualised support for pupils with medical conditions, family issues and/or are supported by a social worker

- We will maintain high ambition for attendance, and work closely with parents, pupils and other agencies to maximise this
- We will ensure our strong pastoral system plays a major role in securing good attendance. We will include provision within the EHCP where relevant and put in place additional support and adjustments where necessary
- We will always seek additional support from wider services and external partners and make timely referrals
- We will inform the social worker where there are unexplained absences

Fran Cracknell and Darren Barham are the Dedicated Leaders on attendance.