



Attendance at Brixington

Good attendance is essential for delivering our vision of a positive and joyful community where children achieve their very best.

Being present at school is crucial for all children. It enables them to learn, to make friends, and to gain important skills and knowledge to help them succeed in life beyond school.

Evidence shows a clear link between attendance at school and success in later life.

Good attendance is the joint responsibility of school and parents/carers, and our systems and processes for attendance allow us to work together for the success of the children.

The school is required by law to record and publish rates of absence, including unauthorised absence. It is essential that parents support schools with accurately recording reasons for absence.

Our Attendance Expectations

We expect all children to attend school on time each day, unless there is a genuine reason (such as medical or emergency) which means they cannot. If this is the case, parents will always inform us as soon as possible.

If absence is persistent or suspicious, individual circumstances will be discussed by school staff, and the following actions will usually be taken.

(session refers to one school morning or afternoon)

Authorising Absence

The law states that the head of school can authorise absence in exceptional circumstances, only. This must be sought in advance using the S2 form (see website).

The following may be authorised if requested:

- Illness
- Medical appointments
- Funerals of close family relatives
- Significant cultural or religious celebrations of very close family members

The following are examples of reasons for which absence will not be authorised:

- Looking after younger children/sick relatives
- Attending concerts or events
- Birthdays
- Visiting relatives
- Resting after a late night
- Holiday during term time

The school monitors the number of unauthorised absences for children, and parents/carers will be sent letters of concerns and invitations to meetings to discuss levels of absence where necessary. High levels of unauthorised absence will result in Local Authority involvement and a possible fixed penalty notice (fine).

Stage	% attendance	School action
1	+96	This is good attendance
2	<95%	'Letter 1' will be sent to parents to advise them of an attendance concern
3	<92	Attendance 'letter 2' – meeting invitation
4	If there is further absence without supporting evidence	'Letter 3' –meeting must take place between parents/carers and school
5	Continued unauthorised absence (10 sessions or more in total)	Potential Local Authority involvement and possible fixed penalty notice (fine)

DfE guidance (August 2024) states that all state funded schools must consider whether a penalty notice is appropriate in each individual case where a pupil reaches the national threshold, this being 10 sessions of unauthorised absences in a 10-school week period (100 sessions). These unauthorised absences do not need to be consecutive, nor do they need to be made up from the same coding or be in the same academic year (can lapse over the summer/autumn term).

There is no legal entitlement to take holiday during term time and head teachers are only allowed to grant leave of absence during term time for truly exceptional circumstances. Choosing to take a holiday in term time may result in a fine from the local authority, of £60 per parent, per child.

If parents/carers have concerns that their child's attendance may be affected for any reason, they should please telephone the school office team and an appointment for a meeting will be made.