

Policy for Ensuring Pupil Attendance

2026-2027



The Bridge Trust

The Bridge Easton School

Pride
Passion
Partnership
Professionalism
Positivity

The Bridge Easton School (TBES) is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all.

The whole school community – pupils, parents and carers, teaching and support staff and school governors have a responsibility for ensuring good school attendance and have important roles to play. The purpose of this policy is to clarify everyone's part in this.

TBES follows The Bridge Trust Attendance Policy 2024-2056 which can be accessed via the school website.

School's roles and responsibilities

All staff (teaching and support) have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils look forward to coming to school every day.

The School Leadership Team will co-ordinate the school's work in promoting regular and improved attendance and will ensure the policy is consistently applied throughout the school. The Headteacher will ensure that the Governing Body is fully aware of attendance data and targets. The Headteacher will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

Registration

The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the electronic registers. The School Admin Team will complete the register codes (see Appendix A).

Registers will be called promptly at 9.05 am and 1.30pm by each class teacher and a mark will be made during the registration period in respect of each child.

The registers will close at 9.15 am and 1.40 pm. Any pupil who arrives after the closing of the register will be marked as late (U).

Categorising absence

A mark will be made in respect of each child following the close of the registers. Any child who is not present will be marked with an unauthorised absence (no reason yet provided) unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher. A comment will be added stating the reason given for the absence.

If absence is frequent or continuous, except where a child is clearly unwell, the Family Support Officers at TBES will speak to parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether to authorise an absence will always rest with the school.

If no explanation about an absence is received by the school within 7 days, the absence will remain unauthorised.

At The Bridge Easton School we will only authorise absences as circumstantial in exceptional circumstances. Where an absence cannot be covered by any other code it will be marked as C.

Absence will be marked as authorised

- Where leave has been granted by the school in advance, for example, where a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority.
- Where the school is satisfied that the child is too ill to attend.

- Where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible), and to return their child to school immediately afterwards.
- Where there is an unavoidable cause for the absence, which is beyond the family's control, for example, extreme weather conditions.
- Where the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong.

Exceptional circumstances are classified as a family bereavement, an event of an accident or an emergency which must be attended straight away. This does not include home repairs, or planned appointments, but may include genuine medical emergencies.

Appointments or arrangements for other members of the family will be unauthorised

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for NOT authorising absence would be:

- No explanation has been given by the parent.
- The school is not satisfied with the explanation.
- The pupil or parents are staying at home to mind the house.
- The pupil or parents are shopping during school hours.
- The pupil is absent for unexceptional reasons, e.g. A birthday, wedding.
- The pupil is absent from school on a family holiday.

Approved educational activity

Where a student is engaged in an off-site approved educational activity, the school will check his/her attendance daily before entering the appropriate code in the register.

Absences after close of class registers

Any absences that occur during the day will be picked up immediately by the class teacher and school office and reported to the attendance team who will then contact home to seek clarification of why the pupil is absent.

Staff Training

The School Leadership Team will ensure that all staff responsible for taking electronic registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

Collection and analysis of data

The School Leadership Team will ensure that attendance data is complete, accurate, analysed and reported to relevant stakeholders when required, for example, to the Governing Body half termly. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by year group, class group and by reasons for absence. It is also analysed by gender, ethnicity, pupils with specific special educational needs and those who are vulnerable to poor attendance.

Accurate attendance returns are made to Norfolk County Council Team within the stipulated period.

The school produces reports every half term and should your child's attendance drop below 90%, parents/carers will be invited to meet with the Headteacher, the Family Support Officer and/or the Trust Safeguarding and Attendance Officer to discuss any family/medical issues that are affecting attendance and to explore strategies to improve attendance.

Systems and strategies for managing and improving attendance

Attendance has a very high profile at TBES. Parents are regularly reminded in newsletters, text messages, via the school website and school meetings about the importance of good attendance and its links to pupil progress.

TBES has procedures for dealing with unexplained absences within a week. Our Family Support Officer or the class teacher will contact the families for an explanation of absence and refer to the Headteacher.

Where difficulties arise with school attendance, as a school, we will always ensure that we have adopted the 'Support First' approach in line with the Working Together to Improve School attendance Guidance and will only resort to legal enforcement when absolutely necessary and likely to improve attendance.

First-day calling

TBES has in place a system of first day calling. This means that parents will be telephoned on the first day or texted if a pupil is absent without explanation to establish a reason for the absence. This helps to identify, at an early stage, pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to contact parents on the first day of absence, the school will send a letter to them by first class post.

Meetings with parents where there is an emerging pattern to a pupil's absence over a 3-to-4-week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absence. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

A referral to NCC Attendance Team will be made if there continues to be unauthorised absences by the end of the specific time (or sooner if the pupil is failing to attend school at all). TBES must inform the NCC Attendance Team of any pupil who has 10 unauthorised absences within a school year.

Lateness and Punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education and that of others in their class if they are late. Pupils who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to NCC Attendance Team.

For health and safety reasons, it is important that the school know who is in the building. Pupils arriving late should therefore report to the school office/reception on arrival. It is important that all pupils arriving late follow this procedure.

For the same reason, it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day, inform the school office/reception. The school office will record that the child has left the school site and will mark them back in when they return.

Term-time Holidays

No time off for holidays during term time will be granted.

Home country visits or visits to relatives

The Bridge Easton School will consider every application individually; its policy is NOT to grant leave of absence for a home country visit. Time off school for this purpose is not a right. An application must be made in writing using the appropriate form (see Appendix B), with appropriate evidence, in advance of the intended trip.

The Headteacher at TBES will respond to all requests for a leave of absence by returning the 'Application for Student Leave of Absence' form confirming the decision of whether the absence request has been agreed or rejected and why.

Parents' / Carers' responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child). Parents/carers will be supported and encouraged by TBES. As a school, we expect parents/carers to:

- Ensure their children attends the school regularly.
- Support their children's attendance by keeping requests for absence to a minimum.
- Not expect the school to automatically agree any requests for absence and not condone unjustified absence from school.

Parents/Carers will also be expected to:

1. Notify the school by phone on 01603 652313 option 2 by 8.15am to inform of any absence stating clearly the pupil's name, class and reason for absence. There is an option to leave a voicemail if the office is unable to answer at that time. Please state specifically what the illness is.
- Ensure their child(ren) arrive at school on time, and with the right equipment for the day.
 - Work in partnership with the school, for example, by attending parents' meetings and consultations, overseeing homework (if applicable), and by taking an interest in their child's work and activities.
 - Contact the school without delay if they are concerned about any aspects of their child's school life. TBES will endeavour to support parents to address their concerns.

Pupils' responsibilities

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher, teaching team or Family Support Officer or a family member so that together we can support. Pupils should attend all their lessons on time, ready to learn.

Policy Owner and Contact Details

Natalie Does, Headteacher

For further information on the Policy, please contact via email Natalie.dores@thebridgetruat.academy or phone 01603 652313

Next Review Date: February 2027

APPENDIX A

Mark	Description
/	Present at the school morning session
\	Present at the school afternoon session
B	Attending any other approved educational activity
C	Leave of absence for exceptional circumstance
C1	Leave of absence for the purpose of participating in a regulated performance/ employment abroad
C2	Leave of absence for a compulsory school-age pupil subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded and no alternative provision made
G	Holiday not granted by the school
H	Code deactivated
I	Illness (not medical or dental appointment)
J	Code deactivated
J1	Leave of absence for the purpose of attending an interview for employment or education
K	Attending education provision arranged by the local authority
L	Late arrival before the register closed
M	Leave of absence for the purpose of attending a medical or dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
Q	Unable to attend the school because of a lack of access arrangements
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
U	Arrived in school after registration closed
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age pupil not required to attend school
Y	Code Deactivated
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Z	Prospective pupil not on the admission register
#	Planned whole school closure

APPENDIX B

Application For Student Leave of Absence

Part 1 To be completed by the Parent/Carer and returned to the School Office as soon as possible

Pupil's name		Date of birth	
Address			
Telephone			
Date(s) that child will be absent from school E.g: 06/06/2023 to 7/06/2023		Date of return to school	
Number of days absent from school			
Please give your reason for this application for leave of absence*			
Parent/Carers signature		Date	

Part 2 To be reviewed, approved and completed by The School

This request has been granted or rejected.	
This application for leave of absence has not been approved because – please state the reasons below:	
If this application for leave of absence during term time has been agreed, the number of days that has been agreed is:	days
Your child must return to school on:	
Headteacher's signature	Date

Part 3 Sharing decision to parent/carers

Date shared with parent/carers		By whom & confirm method of communication used	
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