



New Brighton Primary School Attendance Policy for Parents – Key Points

Our Commitment: Protecting every child's right to an education.

New Brighton Primary School is an Inclusive Attendance school. We believe every day matters and work in partnership with families to support children to attend, belong and thrive. Attendance is a shared responsibility between school, parents and pupils.

Why Attendance Matters

Regular attendance supports:

- Academic achievement
- Wellbeing and friendships
- Positive routines and readiness to learn
- Missing school can quickly lead to gaps in learning and wellbeing concerns.

School Day & Punctuality

- 8:30am School site opens (children should be supervised by parents until doors open)
- 8:40am Classroom and building doors open
- 8:50am Registration starts
- 9:00am School gates close promptly
- 9:15am Registers close

Late arrival codes:

- Arriving between 9:00–9:20am = Late (L)
- Arriving after 9:20am = Unauthorised absence (U)
(This counts as a missed session and affects attendance)

Reporting Your Child's Absence

- Parents must contact the school office on the first day of absence, before 9:00am.
- Absences should be reported by telephone to the school office.
- This must be done each day your child is absent.
- If we do not hear from you, the absence will be followed up as part of our safeguarding procedures, which may include phone calls and home visits.

Safeguarding & Absence

Unexplained or prolonged absences are treated as a safeguarding concern.

The school will:

- Make first-day contact
- Escalate concerns on days 3 and 5 if contact is not made
- Carry out home visits where necessary
- Involve external agencies if required to ensure your child's safety

Requesting Leave of Absence

There is no automatic right to take time off during term time.

Leave of absence will only be authorised in exceptional circumstances.

Requests must:

- Be made in writing, in advance
- Use the school's official leave of absence form
- Be approved by the Headteacher (or authorised delegate)
- Holidays during term time are not considered exceptional and will not be authorised.

Examples of exceptional circumstances may include:

- A close family bereavement
- A parent's military deployment or return
- Significant family trauma (with evidence)
- A one-off significant family event (e.g. wedding or funeral day only)

Unauthorised Absence & Penalty Notices

If a child has 10 sessions (5 days) of unauthorised absence within a rolling 10 school week period, a Penalty Notice may be issued.

Penalty Notices are issued per parent, per child:

£160 (reduced to £80 if paid within 21 days for a first offence)

Continued non-attendance may result in:

- Attendance contracts
- Education Supervision Orders
- Prosecution through the Magistrates Court

Attendance Levels Explained

- Expected attendance: As close to 100% as possible
- Risk of Persistent Absence: Around 10 days missed
- Persistent Absence (PA): 90% or below (19+ days missed)
- Severe Absence (SA): Missing 50% or more of school
- Early support is offered before attendance becomes persistent.

How We Support Attendance

We use a Multi-Tiered System of Support (MTSS):

- Tier 1 – Universal support for all pupils
- Tier 2 – Early help and targeted support
- Tier 3 – Intensive support with external agencies

Support may include:

- Pastoral and wellbeing support
- Attendance meetings and action plans
- Reasonable adjustments
- Multi-agency involvement where needed

Our Positive Attendance Approach

We recognise effort, improvement and consistency, not just perfect attendance.

Children may receive:

- Certificates for improvement
- Praise notes and recognition
- Class celebrations
- Celebration assemblies

Roles & Responsibilities

Parents / Carers

- Ensure your child attends school every day and on time
- Contact school promptly if your child is absent
- Work with the school to address any barriers to attendance
- Avoid term-time holidays

School

- Monitor attendance daily
- Communicate concerns early
- Offer support and intervention
- Safeguard all children

Children

- Attend school regularly and on time
- Engage with learning and support offered

Removal from Roll

Parents must inform school if a child is moving to another school or being home educated.

The school is legally required to notify the Local Authority of all removals from roll.