



Attendance Policy Summary

Dear parents/carers,

Recently, there have been changes to Department for Education guidance on pupil attendance at school. We need to make you aware of these changes as this will restrict the type of absence that we are allowed to authorise. Please read this letter carefully so you are fully aware of our policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress
- Develop critical social skills by interacting with their friends and teachers
- Grow in confidence in a supportive and nurturing school environment
- Build a sense of routine and responsibility, essential for future success

Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Ms Vicky Collins, Executive Headteacher, on 01969 650331 or on v.collins@b-a-wb.co.uk

Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school;
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance (at least the day before);
- **Religious observance:** we respect the cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review it;
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence.

How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please call or email the school office before 08:30am to inform us about your child's absence – please also contact us on each subsequent day of absence.
- **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.

Contact information

School office: 01969 650331

Email: BAWBadmin@b-a-wb.co.uk

Website: www.b-a-wb.co.uk



Term-time holidays

Term-time holidays are generally not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

However, we recognise that there may be exceptional circumstances that require a term-time holiday. In such rare cases, please submit a formal request to the headteacher well in advance. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

We appreciate your co-operation and understanding regarding our approach to term-time holidays.

Sanctions for unauthorised absence

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days. The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support.

Rewards for good attendance

We value and recognise good attendance at The BAWB Federation. Classes with pupils who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition.

This is part of our new behaviour policy, which aims to support children to work collaboratively to develop behaviour and share in the rewards. The policy is based on three key rules or 'promises': Be Kind, Be Safe, Learn Together.

As part of this policy, children are awarded tokens if staff spot them upholding these promises, with the tokens collectively going towards a class treat once they reach the thresholds of 25, 50, 75, 100, 125, 150 and 200 tokens. Tokens will also be awarded for excellent attendance of individuals within a class or for the class as a whole.

My question hasn't been answered here

Please get in touch with the Headteacher by calling 01969 650331 or by email: v.collins@b-a-wb.co.uk with any further questions, and we'll be happy to discuss them with you.

Yours faithfully,

Vicky Collins

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