



# 'Quick-Read' Attendance Policy.

For more detail please read our full policy on our school website: <https://brompton.n-yorks.sch.uk>

What time does school start?

Foundation Stage  
Key Stage 1 and 2  
All start at 8.45am

How do I let school know about unexpected absences ?

Ring school 01609 772657 and leave a message or email school at [admin@brompton.n-yorks.sch.uk](mailto:admin@brompton.n-yorks.sch.uk)

What time does school finish?

Foundation Stage 3.00pm  
Key Stage 1 3.10pm  
Key Stage 2 3.15pm

How do I let school know about planned absences e.g. illness or appointments?

Ask the school office for an absence form.

We are all happy to help. Please, talk to the office staff, Mrs Byrne or your child's teacher.

Who can I talk to if I am worried about my child's attendance?

What is school doing to encourage good attendance?

- Making school a happy and welcoming place to be
- Class and individual awards
- Sharing class attendance totals (Celebration assemblies, newsletters, displays)
- Informing parents about their child's attendance
- Helping and working closely with families that need support
- Looking carefully at attendance data to spot patterns and areas to improve

What will happen if my child does not arrive at school and school does not know where they are?

Office staff will text or ring by 9.30am

If they cannot reach you, they will ring again before 11.00am

If they still cannot reach you, they will ring again at 1.00pm

If they still cannot reach you then the Headteacher will make a final attempt and then contact any professionals involved with your family, or if seriously worried, we will ring the police.

*School may also ring your emergency contacts or visit the family home if they are worried.*

#### **DID YOU KNOW?**

Attendance **below 90%** is judged as 'persistent' absence

Attendance **below 50%** is judged as 'severe' absence

**Our school target is 97%**

When does the local Authority get involved in my child's attendance?

The Local Authority get involved when a child's attendance is severe and not improving. This may result in a formal meeting, legal action and fixed penalty notice (fine) and referral to Children and Family Services.

When will fines be issued?

- \*If holidays are taken in term time taking attendance below 90%
- \*If more than 10 sessions (5 days) are recorded as un-authorized in 4 months
- \* If support for attendance has been refused or has not been successful

**Improved Attendance + Well Being = Increased Attainment**

**'Every Minute Counts!'**