Broomwood Hall School Limited & Northcote Lodge School Limited

ATTENDANCE POLICY

Broomwood Prep – Boys, Girls and Broomwood Pre-Prep

Policy Summary

Broomwood seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential. Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from Pre-Prep to Prep to Senior School and beyond to further education and training.

Broomwood aims to work in partnership with parents and other agencies to strive towards every child reaching 95% to ensure that each child can get the best out of the educational opportunities provided. The school, in line with the government, considers a child to be persistently absent if their attendance rate is below 90%.

By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupils at Broomwood.

Attendance in Little Broomwood (Preschool)

This Attendance Policy applies to children attending Little Broomwood, our preschool provision. We strongly encourage children to attend the sessions they are registered for, as regular attendance supports their learning, social development, and a smooth transition into Reception. If a child is going to be absent for a session they are registered for, parents must inform the school in writing—either via My School Portal or by emailing the class teacher directly.

Attendance will be recorded using the appropriate national attendance codes. **Code X (non-compulsory school age pupil not required to attend school)** will only be used where a child is not required to attend because the session does not form part of their agreed timetable. Where a child is absent from a session, they are registered and expected to attend, the appropriate absence code will be used.

We expect children to maintain at least 90% attendance for the sessions they are registered to attend. Where attendance falls below this, or where there are emerging patterns of absence, the school will work collaboratively with the family to understand any barriers and support improved attendance.

School Staff to Support Attendance

Broomwood's Senior Attendance Champions are the Designated Safeguarding Leads.
Broomwood's attendance administration is undertaken by the school administrative staff.
Please contact Broomwood staff on a day-to-day basis when your child is absent or for any queries regarding attendance.
Broomwood's parent support advisor/safeguarding & pastoral lead are the Designated Safeguarding Leads. Current staff contact details for these roles are at the end of this document.

To manage and promote regular attendance Broomwood will:

- Promotes good attendance and how this impacts academic attainment.
- Build positive relationships between home and school. (the link between attendance, attainment and wider wellbeing will be discussed with parents).
- Utilise attendance data, analysing patterns and trends to target attendance and punctuality improvement across pupil cohorts or individual pupils, to reduce persistent or severe absence from school.
- Review the attendance policy annually and publish on Broomwood's website
- Account for and consider the specific needs of pupils and their families where there may be other barriers to attendance (medical conditions or special educational needs and disabilities) and provide support to overcome these barriers. (e.g. Early Help or other wider partners)
- Keep parents updated on the school's overall attendance and individual pupil's attendance via letters home, newsletters and school/academy website.
- Follow the DfE and Government guidance in relation to school attendance.
- Follow Public Health guidance should any local lockdowns or outbreaks in school occur.
- Monitor individual pupils' attendance and notify parents when we are worried about their child's attendance by following the procedure below.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this via regular parent evenings.
- Support pupils back into school following a length or unavoidable period of absence and provide support to build confidence and bridge gaps.
- All absences, appointments and school visits during school hours must be logged into MSP (My School Portal) or in writing with Broomwood staff by the parents of the child.
- Teachers will accurately complete admission and attendance registers by 8:40am (morning) and 1:50pm (afternoon). Failure in this regard will be addressed swiftly and, if continued, managed through Broomwood's disciplinary policy.

- Colleagues from the school office will have contacted parents by 9:10 am on the first day of any unexplained absence. Should the situation remain unresolved, the Designated Safeguarding Lead will be informed. The school will continue to communicate with the parents until contact is made. If necessary, an appropriate member of staff from school will visit the pupil's home. If unsuccessful, the appropriate Local Authority will be alerted.
- The school will build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.

The DSL, who will be a member of the SLT, will have overall responsibility for championing and improving attendance. He/she will review and develop strategies improving attendance, drawing upon the feedback of families. He/she will regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts on which to focus, raising them at each SLT meeting for awareness and collaboration on appropriate action.

The school will continue to develop and maintain a whole school culture that promotes the benefits of good attendance. Should the school have any concerns regarding attendance, it will seek advice, guidance and support from external agencies, including school counselling and Local Authority. School will be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and will provide them with additional support.

All staff undertake Child Protection/Safeguarding and Keeping Children Safe in Education training, to be alert to implications of attendance concerns including patterns of extended and short-term intermittent absence.

To manage and promote the regular attendance of their children, parents will:

- Understand their legal responsibilities by ensuring regular school attendance with regard to the Section 444(1) and 444 (1A) Education Act 1996 and Section 36 of the Children Act 1989.
- Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2026.
- Impress on their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with Broomwood and swiftly address any worries their children may have about coming to school so that we can work together to resolve this.
- Record absences, appointments, school visits on MSP. At a bare minimum, Broomwood staff should be informed.
- Contact the school on the first day of absence to inform school of the reason and when the child is expected to return. Keep school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide the school with any medical appointment cards and where possible make appointments out of school hours. If this is not possible, parents should ensure that children attend prior to or following their appointment.
- Attend any meetings called by the school and partner agencies to discuss attendance.

In order to support schools and academies in managing and promoting regular school attendance, the Education Welfare Service are required to identify a key strategic lead to work collaboratively with Broomwood, to:

- Support in fulfilling their responsibilities in relation to improving attendance.
- Attend meetings with the school to identify children with irregular school attendance and develop strategies to ensure that all children can attend school regularly.
- Support the school in promoting attendance by providing advice, guidance and creation of action plans in relation to working together to improve attendance.
- Review referrals from school to address matters of poor school attendance when early help and intervention has failed to improve attendance by:
    - Visiting parents' homes to undertake an assessment of need and to challenge and resolve matters of poor school attendance.
    - Involve other agencies where appropriate, such as Public Health (school nurses) or Early Help.

In the very rare situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce Section 444(1) and 444(1A) of the Education Act 1996 and the Children Act 1989, which may result in a fine up to £2,500; a Parenting Order; a community order; or a custodial sentence. Consideration will also be given to the issuing of a Penalty Notice in case of unauthorised absence where appropriate (see code of conduct) and/or a Parenting Contract or Education Supervision Order.

Registration and Record keeping

School day start time:

- Pre-Prep: 8:30am, with gates opening at 8:15am
- Prep Schools: 8:20am, with gates opening at 8:00am

School day end time:

- Pre-Prep, Little Broomwood 12:00 pm or 3:00 pm, Reception 3:15pm, Year 1 & 2 3:30pm
- Pre –Prep, Reception – Year 2 Friday 3.15pm
- Prep Schools, Monday-Thursday Years 3 & 4, 4:00 pm (Years 3&4 have the option to stay until 5:20pm); Year 5 –8 5:20pm.
- Prep School Boys, Friday 3:30pm; Prep School Girls, Friday, Years 3 & 4 3:20pm and Years 5 – 8 3:40pm

Morning registers should all be completed by 8:40am
Afternoon registers should be completed by 1:50pm

Any pupils arriving after these times should report to the reception office so that they can be marked as on site and present. Pupils that arrive 30 minutes after the designated registration will be marked as late.

Registers are marked in accordance with the updated national codes from 19 August 2024,. All codes are clearly annotated, and staff receive regular training on proper use.

All attendance and admission registers are retained for a minimum of six years

Monthly backups are performed and securely store

Absences

Parents are expected to inform school of the reason for absences. However, it is school that makes the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Whole school attendance reports will be reviewed and analysed termly. Where absences occur regularly and it is found that pupils miss 10% or more of school, the DSL will scrutinise their attendance and review authorised and unauthorised absences. In cases where attendance falls below 90%, parents will be sent an email from Broomwood staff, or the DSL, alerting them to the fact and provide them an opportunity to discuss ways the school can support the family in improving their child's attendance. Where monitoring in place, records will be reported on CPOMS.

Re-occurring unauthorised absence, including absence from school due to mental or physical ill health or their SEND needs, will be reviewed by the DSL and Head. The school will work alongside families to ensure such circumstances do not act as a barrier to regular attendance by mitigating anxious feelings in school as best possible. Where applicable, unauthorised absences should be referred to the Education Welfare Service and this can lead to legal interventions and a formal assessment.

Request for leave of absence in term time

All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form (found on MSP). Taking a family holiday during term time will be marked as unauthorised in the school register. If parents proceed with the leave of absence in term time, Broomwood may refer to the relevant Local Authority for a penalty notice. Penalty notices may be issued due to the deliberate taking of leave of absence in term time without or against school permission (where it can be demonstrated that the parent/carer understood that permission had not or would not be given) and where this has created a period of unauthorised absence in the current term of at least 10 sessions.

This policy is sent to parents when a pupil joins the school. Additionally, we send this policy out at the beginning of the academic year.

Safeguarding

Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to child protection and safeguarding policy; the behaviour policies; anti-bullying strategies and the Health and Safety Policy. Your child may be at risk of harm if they do not attend school regularly.

Broomwood has also followed KCSIE's guidance on Children Missing Education, Elective Home Education and Working Together to Improve School Attendance. Broomwood also follows Local Authority guidance in relation to coding absence for families who travel as part of their culture.

All these policies have been endorsed by our governing body, which support Broomwood in all attempts to improve the attendance and safeguarding agenda.

Development and implementation of this policy will be considered under Broomwood's obligations from the Equality Act 2010 and the UN Convention on the Rights of the Child.

If you wish to discuss the information outlined in this booklet, please contact any of the following team members.

Designated Safeguarding Leads

Broomwood Pre-Prep and Little Broomwood Rose O'Lone Designated Safeguarding Lead r.olone@broomwood.com School office: 020 8682 8820	**Broomwood Prep-Girls** Lara Pigott Designated Safeguarding Lead l.pigott@broomwood.com School office: 020 8682 8810
Broomwood Prep-Boys Henri Dinger Designated Safeguarding Lead h.dinger@broomwood.com School office: 020 8682 8888	Our board director with responsibility for safeguarding is Rachael Friend. rachael.friend@dukeseducation.com

Document Control
Owner: Principal and Heads Last review: September 2026 Next Review: September 2027 Version: 3.0