

# Attendance Matters

Information for Students, Parents and  
Carers on Punctuality and Attendance

2025/2026



 **BOURNVILLE**  
ALL-THROUGH SCHOOL



# How do we encourage good attendance?

- ✓ Creating a positive environment where young people feel safe and secure.
- ✓ Making our School a harmonious, rewarding and interesting place to be.
- ✓ Developing a system of rewards for good attendance and punctuality.
- ✓ Being sympathetic and supportive to pupils who experience problems in school.
- ✓ Ensuring careful monitoring of attendance data regularly takes place.
- ✓ Reminding parents/carers of their responsibilities regarding attendance and punctuality.
- ✓ Offering help and advice to resolve any difficulties the pupil or parents may have in fulfilling these responsibilities.
- ✓ Establish a mechanism for working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school.
- ✓ Involving the outside agencies or relevant professionals in tackling attendance issues.
- ✓ Having strict policies to keep your child safe.
- ✓ Operating clear boundaries and sanctions to prevent young people from truanting.
- ✓ Meeting with parents and students who have unauthorised absences.
- ✓ Giving you strategies to promote good attendance.
- ✓ Celebrating good attendance with a range of rewards such as trips, gifts and special acknowledgement creating a sense of belonging and culture of discipline.

# Punctuality...

School starts at 8.30 am.

Doors open at 8.00 am.

If your child arrives after 08.30am they will need to sign in at the attendance area and be marked as late. Your child will be asked to give the reason why they are late and will receive a C3 (30-minute detention). If a child arrives beyond 09:30am they will be given a 60-minute detention for “excessive lateness”. Five lates in a month will trigger an **Attendance Review Meeting**.

A good start to the day is essential for young people and is an important habit to learn whilst they are young. It is a key skill employers look for in candidates for jobs.

## Monitoring Attendance

We have a legal requirement to monitor children's attendance at school and we do this on a day to day basis. If your child's attendance causes concern we will contact you by letter, telephone or home visit. Your child could be placed on an Attendance improvement plan if their attendance reaches 90% (AIP).

## Concerns

All parents/carers will receive a letter if their child's attendance is below 97%. If attendance continues to be below 97% we will talk to you and may involve outside agencies to support you and your child, to improve their attendance.

## Leaving Site

It is not the policy of Bournville to allow our students to leave site at break or lunch, unless they are signed out by a parent/ carer personally for an appointment, with written evidence provided regarding the appointment.

All appointments should be scheduled outside of school hours if possible and prior to the student leaving, a letter or email of evidence is required to authorize any absence.

**PLEASE NOTE IF A STUDENT ARRIVES TO SCHOOL BEYOND 09:30AM THEY WILL NOT RECEIVE THEIR AM MARK AND WILL THEREFORE ONLY ACHIEVE 50% OF THEIR DAILY ATTENDANCE.**

# Absence during Term Time




All planned absences should be requested in advance or as quickly as possible, this includes bereavement, emergency hospital appointments, operations etc.

Please note that parents/carers are not entitled to take their child out of school during term time. Government regulations state that only the Academy can authorise absences, parents/carers cannot do this.

We will examine all requests for extenuating circumstances. If there is not sufficient reason, then a leave of absence will be declined and recorded as unauthorised in the register. A holiday during term time without authorisation when the level of absence is in excess of 3 days (6 sessions) in total over a 6-week rolling period, can result in a request for the Local Authority to issue Penalty Notices to each parent for each child.

## Potential Legal Action

Legal Proceedings may be taken by the Academy or Local Education Authority against parents where young people have a high level of unauthorised absence. This may be in the form of:

-  Legal Action through a Magistrates Court in accordance with the Education Act 1996.
-  Fixed Penalty Notices.
-  Education Supervision Orders.

**Research suggests that 17 missed school days a year =  
A GCSE grade DROP in achievement. (DfE)**

If your child is seriously ill, please ring the office before 10am.  
Number: [0121 475 3881](tel:01214753881) Email: [Attendance@bournville.fmat.co.uk](mailto:Attendance@bournville.fmat.co.uk)

# Reasons that will NOT be granted authorised absence, supported by the LA.

- **The weather being too cold or hot.** If the weather is too extreme for school the school will enact a whole school closure, otherwise students are expected to be in school.
- **Relationship breakdowns.** We have an excellent Pastoral team and we will help repair relationships and safeguard children, but falling out with peers is not a valid reason to refuse school.
- **Not having a car.** Parents / guardians are expected to arrange transport for their children to get to school punctually.
- **Not liking a particular lesson.** If students find a lesson challenging, we will support them.
- **“Not feeling 100%”.** Throughout the academic year it is inevitable that we will encounter days that we are slightly under the weather or “feeling pain”, we must show resilience and attend school when possible.
- **Holidays during term time.** Booking holidays during term time is unacceptable outside of extreme circumstances.
- **Not having correct uniform / footwear.** We will support students with this as much as we can but ultimately, parents / guardians must ensure their children have the correct uniform.
- **Booking doctor, dentist or optician appointments during school time.** Unless it is an emergency, appointments should be booked outside of school hours. None-student related appointments are also not permitted for authorised absence, unless under extreme circumstances.
- **“Waking up late”.** Waking up late will not be authorised but you should ensure that your child gets to school as soon as possible in this instance.

# Positive Points in School and Rewards

## POSITIVE POINTS



**BOURNVILLE**  
ALL-THROUGH SCHOOL

- Positive points are given to all students for the above.
- To maximize positive points, we encourage students to attend school every day.
- Students can gain points for their performance in classrooms, attendance, punctuality and contributions to our school ethos.
- These positive points build up and eventually enable our students to access bigger prizes and rewards such as; school trips, iPad raffles, One4All vouchers, Pizza and Popcorn movie afternoons and our end of week rewards.
- These positive points also contribute to house points (Austin, Boulton, Cadbury and Tolkien). The houses and form groups with the most points also receive special rewards, to help maintain that sense of belonging at Bournville.



# Supporting your child's attendance

- ✓ Find out your child's absence regularly and check if this correlates with your own record.
- ✓ Talk regularly with your child about school and how they feel about it. Children are more likely to attend if they feel supported and anxieties are listened to.
- ✓ Phone us as soon as possible to tell us why your child is absent, and when you expect them to return. Putting the school number in your phone can save you time. Know the Academy routine for alerting you to absence.
- ✓ Only grant days at home for genuine illness- you'll know the difference!
- ✓ Avoid taking holidays in school time.
- ✓ Know routines of the school day to avoid issues, e.g. have they got their PE kit?
- ✓ If you have concerns, phone us – we will check attendance and be discreet.
- ✓ Praise and reward good attendance: even small successes such as going into the Academy promptly even if they are not fond of their first lesson.
- ✓ If there is a problem with your child's attendance, talk calmly to your child and listen to the explanation. There is always an explanation; it may not impress you, but it counted enough with your child to make them truant. Pursuing the reason for non-attendance is important and sharing it with the school so we can tackle it as a team.
- ✓ Talk to us to resolve issues. We can help and support you and your child. You are not alone.
- ✓ Be particularly watchful and supportive in the run up to tests and aware of coursework deadlines.
- ✓ Check the homework diary regularly for gaps as well as completed activities. Help them catch up with missed work.
- ✓ Remember to give praise for good attendance!

# The A-Z of Academy Attendance:

**A** **Appointments**- Nearly all surgeries are open late and at weekends. Try to arrange appointments after school.

**Being Bullied?**- Do not keep your child out of school. There are many trained people who want to help in our school.

**C** **Casual Absence**- This means children being taken out of school when they should be in school; for example, to go shopping for birthday treats, or pretend sickness.

**Dinner Money** - Prepare your child's lunch or add money to their account on Sunday evenings. It'll save time the following morning.

**E** **Encourage**- Encourage your child to take part in out of school activities such as breakfast clubs. It allows them to take part in new activities and meet new friends.

**Friendships**- Friendships at school can stay with your child for the rest of their life. Days off school make it harder for your child to fit back into friendship groups.

**G** **Good Attendance**- This is the secret to your child achieving success. Good attendance is anything above 97%.

**Happy Times**- School days can be the best time of your child's life. Do not let them miss out on formative experiences and spending time with friends.

**I** **INSET Days**- Your child is not at school during INSET (Teacher Training) Days. They are not the same for every school, so make sure you find out when they are.

**Jump for Joy!**- Celebrate your child's attendance achievements when they are rewarded for good attendance at school.

**K** **Keep Fit**- A healthy lifestyle means a healthy mind. A nutritious breakfast and plenty of water will give your child energy and concentration for the rest of the day.

**Lateness**- Being late to school is better than staying off all day, but always try your best to be punctual. Being late disrupts lessons and worries your child's friends.

**M** **Missed Minutes**- As little as 15 minutes late every day is equal to losing out on two whole weeks of learning every year!



# A guide for Parents/Carers

**New Starters-** It's very important to try to get children into good patterns of attendance from an early age so they can carry these skills through to later life.

**N**

**O** **Opportunities-** School isn't just about Maths and English, but also about learning all kinds of life skills. Children can take part in many trips, clubs and teams.

**Praise-** Always look for the positives in testing situations rather than the negatives. Have a system at home to reward and praise good behaviour & attendance.

**P**

**Q** **Question-** Ask your child about what rewards they may receive from the school for good attendance.

**Ring in!-** Ring the school as soon as you know your child is going to be late or absent, on every day of their absence, communication enhances safety.

**R**

**S** **Summative tests-** These are very important tests your child will sit throughout the year. Absence leading up to the tests puts your child at a significant disadvantage.

**Term Time Holidays-** Children are out of school 175 days each year- plenty of time for holidays. Taking your child out of school for holidays is illegal and disrupts learning.

**T**

**U** **Unauthorised Absence-** This means time off that is not endorsed by the school, for example, significant lateness, term time holidays or unexplained absence.

**Volunteer-** Why not volunteer your help to other nearby parents if you know they are struggling to get their children to school on time?

**V**

**W** **Website-** Visit the school website throughout the year for useful information on holidays, school opening and closing times and tips on school attendance.

**'X-planation' -** Make sure you take time to discuss with your child the reasons that it is so important for them to attend school punctually every day.

**X**

**Y** **You-** You are legally responsible for ensuring that your child attends school. Your child will be grateful in the future for encouraging good attendance and results.

**Zzzzz-** Early bedtimes make for early mornings and a better start to the school day!

**Z**

# Attendance Intervention Guide

## 98% and below

Tutor discussion with student about concerns

## 97% and below

97% Form tutor to have discussion with student and Head of Year also made aware.

## 94% and below

Attendance concern letter sent by Attendance Officer and record on Bromcom. Student and Parent meeting to be completed and recorded for unauthorised absence, with home-school contract agreement completed in the meeting.

## 92% and below

Home visit and letter to warn of consequences of continued poor attendance and offer support. Student referred to HOY via referral form and letter sent out informing parents of potential penalty notices, if things do not improve immediately. Parents/carers invited in to discuss concerns further with “three houses”.

## 90%

Persistent Absentee. Student subject to Attendance improvement plan (AIP). Case notes recorded on MyConcern. Letter sent out informing parents of penalty notices and costing. Notification of 15-day monitoring period given.

The above is a guide only and a brief breakdown of our processes. Interventions and medical evidence can be requested at any point below the target of 97%.

# Being late adds up to a loss of learning.

If you are 5 minutes late every day that adds up to over 3 days lost each year.

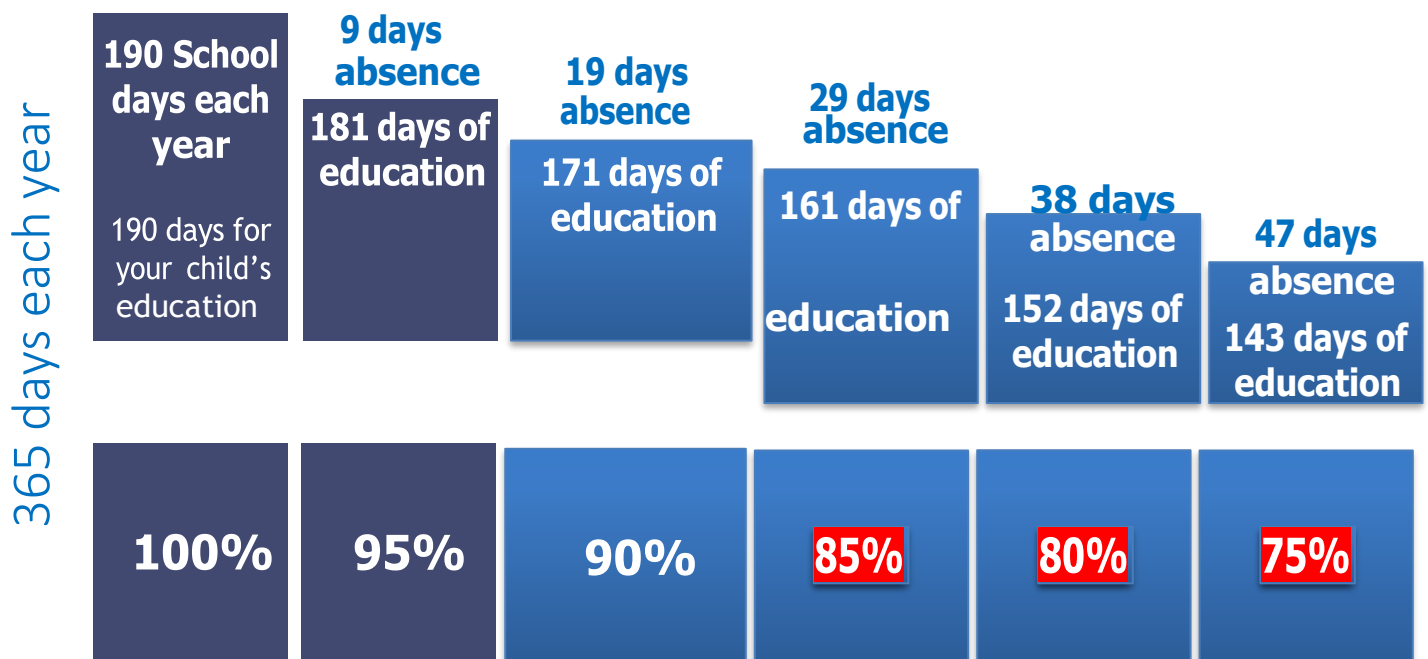
15 minutes late every day is the same as being absent for 2 weeks a year.



**175 NON SCHOOL DAYS EACH YEAR**



175 days spent on family time visits, holidays, shopping, household jobs and appointments.



Every day counts these percentages are the difference between a grade 4 or 5, 5 or 6, 6 or 7, 7 or 8, 8 or 9.

Each day a student can gain 1% on their final grades and outcomes

**GOOD**

Best chance of success  
Gives your child a flying start!

**WORRYING**

Less chance of success,  
harder to make progress.

**SERIOUS CONCERN**

Not fair to your child; seriously impedes their education and their future.  
Court action will be taken.

Below is an example of the attendance referral form for students with concerning attendance or punctuality. This can result in students being subject to an attendance improvement plan (AIP).

SELF OTHERS CURRICULUM

**Attendance & Behaviour REFERRAL FORM****Referral information**

Staff member

Student form group

Name of student

Attendance percentage

**Student information**

SEND

Number of days in I.E

DATE OF BIRTH

GENDER

PP

Attendance percentage

Lives with

Does the student already have an AIP

**PRESENTING CONCERNS / COMMENTS** Attach additional sheets and / or supporting documentation as deemed necessary.

**REASON  
FOR  
REFERRAL**

**Expectation of referral****Date of referral submission**

**ADDITIONAL  
COMMENTS /  
RELEVANT  
INFORMATION**

**OUTCOME  
OF REFERRAL**

# Legal Consequences

## What is the Anti-Social Behaviour Act 2003?

Section 23 of the Act gives powers to the Local Education Authority and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

### What is a Penalty Notice?

Under existing legislation, parents/Carers commit an offence if a child fails to attend regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances such cases may result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court whilst still securing an improvement in a student's attendance. Payment of a Penalty Notice enables parents to discharge potential liability for conviction.

### Why is school attendance important?

Reducing absence from school is a key priority nationally and locally because missing school damages a student's attainment levels, disrupts school routines and the learning of others, and can leave a student vulnerable to anti-social behaviour and youth crime. Above all, missing school seriously affects children's longer-term life opportunities.

### How are Penalty Notices issued?

By post to your home.

### What are the costs?

The payment is £80 per parent if paid within 21 days of issue, rising incrementally if not paid within 28 days.

### How do I pay?

Details of payment arrangements will be included in the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices.

# Legal Consequences

## How do I pay?

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the Authority is required under the Act to commence proceedings in the Magistrates Court for the original offence of poor attendance by your child. If proven, this can attract a range of fines up to £2,500 and/or a range of other measures such as Parenting Orders or Community Sentences depending upon circumstances.

## Can I be prosecuted if I pay the Penalty Notice, but my child is still missing school?

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and support agencies such as the Education Welfare Service.

## Can I get help if my child is not attending regularly?

Yes, the Local Authority and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance:

[attendance@birmingham.gov.uk](mailto:attendance@birmingham.gov.uk)

It is very important that you speak with us at Bournville at the earliest opportunity if you have any worries at all about securing your child's attendance. We will also provide information regarding penalty notices on the initial warning letter so everyone is fully aware of the consequences and how the penalty notices are triggered.

If your child is seriously ill, please ring our office before 10am.

Contact Number **0121 475 3881**.

Alternatively email us:

[\*\*Attendance@bournville.fmat.co.uk\*\*](mailto:Attendance@bournville.fmat.co.uk)

**Please note: Fines are a last resort; we do not want to bring any financial burdens to our cohort.**



# Good Attendance Means 97% or Above

We need your help in improving your child's attendance.

Below is a collection of hints and tips to help. Please note that we legally cannot authorise any leave of absence during term time, except under truly exceptional circumstances and with the agreement of the school.

Remember to let your child know how being ready for school on time helps the whole family.

Talk to your child about school and any problems they might have.

Ensure your child is awake in plenty of time for school every morning.

Arrange your child's doctors, dentists and hospital appointments after school when possible.

Teach your child how to set their own alarm clock.

Encourage your child to prepare their school uniform the night before.

**Limit the amount of mornings that your child watches TV or plays games before school.**

Take family holidays during school holiday periods.

At Bournville we are dedicated to creating a sense of belonging for our students and parents / guardians, therefore implementing a culture of discipline will be essential to achieving our goals. **PLEASE REMEMBER PREPARATION FOR CONSISTENT ATTENDANCE STARTS THE DAY AND NIGHT BEFORE.**

