

Punctuality

Children can enter school between 8:35 and 8:50 each morning. Your child is late if they arrive after 8:50. It is essential that you bring your child at the appropriate time



It is very unsettling for a child coming into school when everyone else has already started their work, and learning time is lost, so please make sure your child is on time.

If your child is late you will need to accompany them to the office so the reason can be recorded, **we need to know why your child is late by law.**

Please do not speak inappropriately to staff monitoring lateness, they are doing their job!

Being late should be a very occasional occurrence where there is an unavoidable reason. Where this is understandable it will be recorded as authorised on the register. If it is identified that your child is late frequently for an avoidable reason (eg oversleeping or scraping ice off the car) you will be contacted about this and the decision may be made to unauthorise all future lateness until an improvement is made.

Please be aware that a build up of unauthorised absences can lead to a prosecution from the Local Authority.

Finally

We hope this leaflet clarifies the importance of attendance at school, and the procedures we will follow if low attendance is demonstrated by any child of statutory school age (the term after their 5th birthday).

We cannot emphasise enough the impact on education caused by non-attendance or late arrival of children.

**Our full attendance policy can be found on the school website:
<https://www.brickhouse.sandwell.sch.uk/attendance-1/>**

Please contact school if you have any queries.

Attendance Lead: Miss K Gaymer (Deputy Headteacher)
Headteacher: Mr P Newby

Brickhouse Primary School

Attendance Matters!



Important Information for Parents / Guardians Regarding Attendance 2025—2026

"The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law."

Section 444 of the 1996 Education Act

Attendance—Our Position.
ATTEND REGULARLY—ATTEND ON TIME

Good attendance at school is key to providing children with the best possible start in life. Regular attendance will also enable your child to develop the skills to make and keep new friends, which I am sure you agree, is a vital part of their childhood.

Good attendance means attending school every day and on time, unless there is a genuine and unavoidable reason preventing this.

Attendance is measured in percentages; however this can sometimes be misleading. For example, 90% pass rate in an exam would be considered amazing, yet a pupil who achieves 90% attendance in an academic year will have missed almost four weeks of school, below 90% makes a child a persistent absentee.

Missing school = missing out

Being absent from school means your child will miss out on opportunities to learn and develop. They will also miss out on spending time with their friends, which can sometimes cause them to feel left out when they return to school.

Our aim is for every pupil to achieve an attendance level of 96% - 100% in order for them to maximise all of the opportunities attending school has to offer.

PARENTS' RESPONSIBILITIES

Good attendance begins at home

Taking time to talk to your child positively about school from the very start will help them settle quickly, make friends, and enjoy attending school.

To help fulfil parents' important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested to:

- ensure their child attends school regularly
- ensure their child arrives punctually every day and is not collected early
- notify the School if their child cannot attend for any reason
- make sure their child understands that the parents do not approve of absence from school;
- work with the School and Attendance Officer to resolve/alleviate any attendance problems or protracted absence;
- attend meetings as required in relation to their child's attendance;
- ensure they obtain an authorised 'leave of absence' for their child for all planned absences
- Organise medical appointments outside school hours

ATTENDANCE AND THE LAW:

It is a legal obligation of all parents/guardians/carers to ensure their child attends regularly. By law all children of compulsory school age must get a proper full time education.

All children of compulsory school age (5-16) should receive suitable full time education. This includes Reception age children in the term following their 5th Birthday. **It is usual that parents send their children to school in their children's best interests, not because it is law and they have to.**

Authorised / Unauthorised Absences

Authorised absence is absence with permission from the Head Teacher or another authorised representative of the School .

Unauthorised absence is absence without permission from the authorised representative of the School - this includes all unexplained or unjustified absences. Parents reporting absence should give the reason and date of return for the child. If this is unknown, contact on a daily basis should be kept with the School.

A member of our attendance team may visit your home during an absence. This could be because we don't know where your child is, because your child has been off longer than we feel necessary and so we wish to support you, or because your child's attendance is low.

For periods of extended absence, the school may choose to seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness.

Please note that reporting an absence does not guarantee authorisation.

Authorisation will be considered in relation to the reason provided and your child's past attendance record is taken into consideration. In instances of persistent absence (below 90%) medical appointment cards and hospital letters WILL be required for all appointments, or another form of proof of illness, in order that an authorisation can be made.

Planned Term Time Absences (eg wedding, religious observance, holiday etc)

A Leave of Absence Form must be collected from the school office and returned to us at least 10 school days before the absence.

The Headteacher may only authorise these planned absences in exceptional circumstances where proof of necessity has been provided. *An unauthorised absence will be referred to the authority where you may be given a Penalty Notice which is , for a first absence in a 3 year period: £80 per parent per child, doubling to £160 per parent per child if not paid within 21 days. A second unauthorised absence in that 3 years is a fine of £160, and a 3rd unauthorised absence will lead to a prosecution. If we suspect a child is absent due to a holiday, even if a leave of Absence form was not completed, the same action can be taken by us.*

Please be aware that the decision on unauthorising absences is solely at the discretion of the Headteacher, Mr Newby.