

BOXGROVE C of E PRIMARY SCHOOL



***Flourishing a community of
Curious Minds, Kind Hearts and Resilient Learners,
Rooted by God's Love***

ATTENDANCE

Monitoring and Review of Policy

Last Update (Reviewed at FGB): July 2026

Next Update Due: July 2027

Formal Update July 2029 (Updated immediately if legislation or statutory guidance changes)

School Vision and Ethos

At Boxgrove C.E. Primary School, our vision is a flourishing community of curious minds, kind hearts and resilient learners.

We believe that every child is uniquely valued and has the potential to thrive, and that regular school attendance plays a vital role in supporting academic progress, wellbeing, safeguarding and positive relationships. Attendance is approached with care, compassion and partnership, recognising that strong relationships between school, family and community enable children to flourish. We adopt a support-first approach, working collaboratively with families to remove barriers to attendance wherever possible.

Rationale

Every child has a right to a full-time education and parents have a legal responsibility to ensure that children of compulsory school age attend school regularly and punctually once registered. Regular attendance supports progress, wellbeing, safeguarding and positive behaviour.

Principles

Attendance is everyone's responsibility; children attend best when they feel safe, valued and supported; early identification of concerns is essential; partnership with families is key; legal intervention is used only where support has not succeeded or is not appropriate.

Legal Framework

This policy is informed by the Education Act 1996 (Sections 7 and 444), the School Attendance (Pupil Registration) (England) Regulations 2024, Working Together to Improve School Attendance (DfE statutory guidance, August 2024), Children Missing Education Guidance, and West Sussex County Council procedures.

Roles and Responsibilities

Parents must ensure regular attendance, notify absences promptly, avoid term-time holidays, and engage with support. The school will maintain accurate registers, monitor attendance, communicate concerns, provide support and work with external agencies. The Governing Board will promote attendance, agree targets and review data.

When does my child legally have to attend school?

Children in England are legally required to be in full-time education from the start of the school term after their fifth birthday. This is known as compulsory school age. From this point, parents must ensure their child attends school regularly, unless they are being educated lawfully in another way (such as elective home education).

Recording Attendance

Attendance registers are taken electronically each morning and afternoon using BROMCOM. Unexplained absences are followed up on the same day. Absences are recorded as authorised or unauthorised in line with national guidance.

Absence Due to Illness

Parents must inform the school on the first day of illness. Written confirmation may be required. Medical evidence may be requested where absences are frequent or where patterns cause concern. Any absence reported by email will be followed up by a telephone call from the school to check on the child's welfare, in line with safeguarding procedures and our duty of care.

Lateness

Registers close at 9.00am. Arrivals after this time are recorded as unauthorised unless a valid explanation is provided. Persistent lateness is monitored and addressed with parents.

Leave of Absence in Term Time

Leave of absence during term time will not normally be authorised. Requests must be made in writing to the Headteacher in advance. Family holidays are not considered exceptional.

Attendance Monitoring and Support

Attendance is monitored regularly. Thresholds: 95%+ no concern; 90–94.99% concerning; below 90% very concerning. Support includes meetings, plans, pastoral support and referrals. Attendance can be viewed by parents via MCAS.

Pupil Entitlement Investigation

The school works with the West Sussex Pupil Entitlement Team. Referral may be considered where 10 or more unauthorised sessions occur within a rolling 10-week period and school-based support has not been effective. Attendance and lateness are routinely monitored by the Designated Safeguarding Team as part of the school's safeguarding and child welfare responsibilities

Children Missing Education

The school follows statutory Children Missing Education procedures where pupils are absent for prolonged periods or withdrawn from roll.

Emotionally Based School Avoidance (EBSA)

Boxgrove C.E. Primary School recognises that, in some cases, anxiety or emotional wellbeing difficulties may be a **barrier to regular school attendance**.

- Where EBSA is identified as a concern, the school will work in partnership with pupils and families to understand the underlying needs and provide appropriate pastoral support.
- A **support-first approach** will be used, involving school staff and, where appropriate, external agencies, alongside clear attendance expectations.
- EBSA does not remove a child's **entitlement to full-time education**, and the school will maintain a clear focus on **gradual reintegration and improved attendance**, monitored through safeguarding and pastoral systems.
- Any adaptations to support attendance will be **time-limited, reviewed regularly**, and agreed in the best interests of the child's education and wellbeing.

Reduced or Flexible Timetables

Boxgrove C.E. Primary School is committed to ensuring that all pupils access **full-time education wherever possible**, in line with West Sussex County Council guidance and statutory expectations.

- Reduced or flexible timetables are used **only in exceptional circumstances** and solely as a **short-term support measure**, where this is judged to be in the **best interests of the child's education, welfare and safeguarding**.
- The decision to implement a reduced or flexible timetable **rests solely with the Headteacher** and will **not be agreed at parental request alone**.
- Any such arrangement will be **time-limited**, formally agreed with parents/carers, and supported by a **clear reintegration plan** to full-time attendance.
- All reduced timetables are **closely monitored and regularly reviewed** by the Headteacher and **Designated Safeguarding Lead** as part of the school's safeguarding and welfare responsibilities

Elective Home Education (EHE)

- Parents have a legal right to educate their child at home; however, if a pupil is registered at Boxgrove C.E. Primary School, the child must continue to attend school regularly until they are **lawfully removed from the school roll**, in accordance with statutory regulations.
- Where parents indicate an intention to electively home educate, the school will arrange a meeting with the **Headteacher** to discuss the decision, ensure parents understand their legal responsibilities, and consider whether attendance or pastoral support could address any identified concerns.
- A decision to remove a child from the school roll for Elective Home Education will only be actioned once **formal written notification** has been received from parents, in line with statutory and West Sussex guidance.
- Upon removal from roll for EHE, the school will **notify West Sussex County Council without delay**, as required, so that the local authority can fulfil its duty to make informal enquiries regarding the suitability of the education being provided.
- Elective Home Education is a **parent-led decision** and is not arranged or directed by the school. The school will not recommend Elective Home Education as an alternative to addressing attendance, behaviour, safeguarding or special educational needs.
- Where safeguarding or welfare concerns are present, the school will follow **West Sussex Safeguarding Children Partnership procedures** and ensure relevant information is shared appropriately with the local authority

Fixed Penalty Notices

In line with our vision of nurturing individuals to flourish, the school works in partnership with families to promote and support good attendance. Support and guidance are always prioritised; however, where attendance does not improve or statutory thresholds are met, legal interventions may be used as a last resort in the best interests of the child.

Under the national framework (in force since August 2024), a Fixed Penalty Notice may be considered when a child has 10 unauthorised sessions (5 school days) within a rolling 10-week period

- Penalty Notices may be requested in line with national regulations. First offence £160 per parent per child (reduced to £80 if paid within 21 days). Second offence £160. Third offence may lead to prosecution and a fine of £2,500. Notices are issued by West Sussex County Council.

Monitoring and Review

This policy is reviewed by the Governing Board every three years or sooner if legislation changes. Attendance data is reviewed termly.