



Brackenhill Primary School

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Headteacher: Mrs Nair Ishtiaq
Deputy Headteacher: Ms Sobia Mir

11th September 2023

Dear Parents/Carers

Attendance

At Brackenhill Primary School, we are committed to increasing the attendance and punctuality of our pupils. We expect all children to achieve at least **97% attendance**. Following is our attendance monitoring procedure for this academic year.

- All children's attendance will continue to be monitored daily.
- If your child is absent for any reason, please ring school before 9:00 am. If we don't hear from you, a phone call will be made home and if we are unable to get in touch with you, a home visit will be conducted by the HSLO team, Mrs Shah and Mrs Akhtar.
- If we are concerned about your child's attendance you will receive an attendance warning letter.
- If your child's attendance falls below 93%, he/she will be put on Red Attendance Record Card and his/her attendance will be monitored for six weeks.
- You will be invited to attend a support meeting with the Head teacher or Educational Safe Guarding Officer.
- Please note, there has been new changes by the Government to deal with the unauthorised absences. If your child has any three unauthorised holidays during a six-week period, they could be referred to Bradford Council who may under certain circumstances consider issuing you with a penalty notice or other legal action in relation to unauthorised absences.
- Whilst we understand that your child/ren is prone to illness and it can have an effect on his /her attendance, it is very important that your child attends school regularly. Please inform us if your child has any major illnesses and do attend school nurse meetings and information sessions. This will ensure that you are working with us to improve your child's attendance.
- Please ensure you book all dental and medical appointments for your child outside school hours. Please bring hospital letters or appointment cards to show it to the HSLO team to authorise the absence.
- In addition to that, there will be a Traffic Lights Attendance Chart displayed in the classes every half term. Pupils' names will be added to the attendance group they are in. They will also receive slips according to their attendance group. Please support your child to be in the green group. All children on green will also receive a reward.

Term Time Leave of Absence

Any absence during term time will not be authorised unless it is exceptional circumstances. A decision has been made by Bradford Council to change their approach to situations where families take two or more periods of unauthorised leave in a 12-month period, or one period of four or more weeks of continuous unauthorised leave during term time. In these instances, Bradford Council will utilise the option to start legal proceedings via the magistrates' court, instead of issuing a penalty notice. This means that parents may be liable to receive a significantly higher fine (up to £2,500 per child, per parent) if found guilty, as well as receive a criminal record, which may be reportable to employers (for example, via a DBS Check). In rare circumstances, magistrates can consider a custodial sentence for up to 3 months. This change will come into force from 1st April 2023.

Please note all unauthorised absences due to extended leave will be reported to Educational Social Worker and your child will be put on Red Attendance Monitoring Card for six weeks.

Lateness: We take punctuality very seriously at Brackenhill as coming late disrupts your child's learning, and causes problems with class registrations. The school's doors open at 8:45 am and close at 8:55 am so any child who arrives late after this time should go through the office. Please make sure your child registers their name and takes the red slip before going back to their class.

Any Key Stage Two child (yr3 to yr6) arriving late for school (excluding medical appointments) will have to make up the minutes they have missed in their own playtime. This approach has been approved by the school's governing body.

If your child is late more than three times during the half term and receives three warning texts, a meeting will be booked with the Senior Leadership Team or Educational Social Worker to discuss your child's lateness. In addition to that there will be punctuality monitoring weeks throughout the year.

Rewards: At Brackenhill, we reward good attendance throughout the year. We hope working together will improve our school's attendance.

Yours sincerely,

Mrs Nair Ishtiaq
Headteacher