



# **Attendance policy**

**Reviewed October 2025**

**Review Date: October 2026**

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## 1. Aims

Brigg Primary school promotes attendance to ensure learners are safe and as part of ongoing safeguarding. By attending Brigg Primary school children have the opportunity to meet their educational outcomes, have supportive adults in their lives and are able to share any concerns they have with staff who have a genuine interest in their development.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent (less than 90%) and severe absence (less than 50%)
- Ensuring every child has access to the education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure children have the support in place to attend school

We promote and support punctuality in attending Brigg Primary School and all lessons.

## 2. Legislation and guidance

This policy meets the requirements of the Working Together to Improve School Attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on School Attendance Parental Responsibility Measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.
- Working together to improve school attendance. August 2024.

## 3. Roles and responsibilities

### 3.1 The Governors

The Governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Head teacher to account for the implementation of this policy

As Attendance is a high priority in our school the Governing Body have decided that all members have equal responsibility for challenging attendance levels and supporting improvement. Attendance will be included in the termly Head teachers report. The Governors responsible for SEND, PPM, CIC, CP and Safeguarding will have a particular responsibility for challenging attendance levels.

### 3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at Brigg Primary School
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual learners
- Monitoring the impact of any implemented attendance strategies
- Requesting the local authority consider the issue of fixed-penalty notices, where necessary

### 3.3 The Headteacher, the Deputy Head, along with the Lead Learning mentor are responsible for attendance along with members of the admin staff (Attendance Team)

The designated senior leaders are responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Monitoring and analysing attendance data (see section 7)
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to children and families using the ATTEND framework and the strategies contained therein.
- Work with the children to develop strategies and skills to improve their own attendance eg through the development of organisational skills, self esteem and confidence, social skills and friendships, personal morning routines etc
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and regular reporting to the Headteacher
- Working with the local authority through a multi-disciplinary approach to tackle all absence, including persistent and severe
- Advising the Head teacher when to request the consideration of issuing penalty notices from the local authority NB this may only be authorised by the Head teacher or their nominated deputy

The designated senior leader responsible for attendance is the Head teacher and can be contacted via 01652 652155

### **3.4 Class teachers/Support staff**

Class teachers / Support staff are responsible for reporting attendance. They will do this by informing the school office of children's attendance through a daily register. Attendance is recorded twice daily. This will be done at the start of the school day and once during the afternoon session. Staff will be reminded that the attendance registers are a statutory document and as such any omissions / errors will be challenged.

### **3.5 School office staff**

School office staff will:

- Record the child's attendance using the appropriate code
- Take calls from parents and carers about absence on a day-to-day basis and record appropriately
- Call the parents/carers of a child if they do not present themselves within 30 mins of the start of the first session. (If Brigg Primary School has not already received advanced notification from parents/carers of the absence, then Brigg Primary school will make contact with home to ascertain the reason for the absence.) Attendance is electronically recorded in the school using Arbor.
- Check that all registers have been completed correctly after the morning and afternoon registers have been taken
- Collate information which will be shared with the team and used to determine absence letters home
- Prepare and send letters home when authorised by the team
- Work with the Education Inclusion team as necessary

### **3.6 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time and equipped to learn
- Call the school or email the attendance email ([attendance@briggprimary.co.uk](mailto:attendance@briggprimary.co.uk)) to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return

- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.

### **3.7 Children**

Children are expected to:

- Attend Brigg Primary School every day on time

## **4. Recording attendance**

### **4.1 Attendance register**

Brigg Primary school will keep an attendance register and place all children onto this register.

Brigg Primary school will take an attendance register at the start of the first session (morning) of each school day and once during the second session (afternoon). It will mark whether every child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Brigg Primary school will also record:

- Whether the absence is authorised or not (it is the Headteachers decision to authorise an absence)
- The nature of the activity if a child is attending an approved educational activity
- The nature of circumstances where a child is unable to attend due to exceptional circumstances

Brigg Primary school will keep every entry on the attendance register for at least 3 years after the date on which the entry was made.

Children must arrive in Brigg Primary school by 8.55 on each school day.

The register for the first session will be taken at 8.55 and will be kept open until 9.00. The register for the second session will be taken at 13.00.

### **4.2 Unplanned absence**

The child's parent/carer must notify Brigg Primary School of the reason for the absence on the first day of an unplanned absence by 8.45 or as soon as practically possible by calling the school office staff (see also section 7)

Parents/carers should report absence to Brigg Primary School by using the designated email address [attendance@briggprimary.co.uk](mailto:attendance@briggprimary.co.uk) or on 01652 652155

Brigg Primary School will mark absence due to illness as authorised unless Brigg Primary School has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, Brigg Primary School may ask the child's parent/carer to provide evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Brigg Primary School will not ask for evidence unnecessarily.

If Brigg Primary School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised if the child's parent/carer notifies Brigg Primary School in advance of the appointment.

Parents and carers should request leave of absence by calling Brigg Primary School office.

However, parents/carers are encouraged and requested to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of education for the minimum amount of time necessary and should attend before and after the appointment.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences Brigg Primary School can authorise.

### **4.4 Lateness and punctuality**

A child who arrives late:

- Before the register has closed will be marked as authorised late, after 9.00am using the appropriate code
- After the register has closed will be marked as unauthorised late, after 9.30am using the appropriate code
- Children who are identified as being persistently late will have a late letter sent. Should lateness continue a meeting will be called with parents to discuss reasons for lateness and how this can be rectified. Persistent lateness may result in the issuing of a penalty notice where parents/carers will be subject to a monetary fine.

### **4.5 Following up unexplained absence**

Where any child who is expected to attend Brigg Primary school but does not attend, or stops attending, without reason, Brigg Primary School will:

- Call the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If Brigg Primary School cannot reach any of the child's emergency contacts, Brigg Primary School will attempt a home visit to safeguard the child
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure appropriate safeguarding action is taken where necessary. If absence continues, Brigg Primary School will utilise a multi disciplinary approach and involve local authority partners in order to improve attendance for the child.

### **4.6 Reporting to parents/carers**

Where absence is causing a concern, Brigg Primary school will regularly inform parents about their child's attendance and absence levels at the parents meetings held in the Autumn and Spring terms, through the annual report in the Summer term and more often through Attendance support meetings or Early help meetings where necessary.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a child during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head teacher's discretion, including the length of time the child is authorised to be absent for.

Brigg Primary school considers each application for term-time absence individually, considering the specific facts, circumstances and evidence, and relevant context behind the request. Request for leave of absence for the purpose of a family holiday is unlikely to be authorised

Any request should be submitted as soon as it is anticipated and, at least two weeks before the absence, and in accordance with any leave of absence request, the headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised** absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller children travelling for occupational purposes – this covers Roma, English and Welsh Romani people, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not confirmed whether the child is attending educational provision in the new location. School may require for proof of work before authorising any absences.
- Study Leave
- Part time timetables and transitions – this should be in accordance with the agreed part time timetable and integration policy and only in very exceptional circumstances, time limited and regularly reviewed
- EHCP requirements

### 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age

If issued with a fine, or penalty notice, each parent must pay £160 which is reduced to £80 if paid within 21 days. The payment must be made directly to the local authority

Penalty notices are issued by the local authority on behalf of schools/academies and the police

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as unauthorised holidays taken in term time without permission

- Where a suspended/excluded child is found in a public place during school hours without a justifiable reason

For more severe or persistent cases, more serious legal action can be taken under the Education Act 1996, potentially resulting in higher fines (up to £2,500) or even a prison sentence of up to three months for a parent who knew about the absence but failed to act. Additionally, local authorities can apply for court orders such as a **Parenting Order** or an **Education Supervision Order** to compel parents to improve their child's attendance.

## 6. Strategies for promoting attendance

Staff at Brigg Primary School are committed to promoting and achieving good levels of attendance in accordance with Brigg Primary School attendance policy. Underpinning this commitment is a belief that only if children attend school regularly, can they take full advantage of the educational opportunities available to them.

In addition to this, Brigg Primary School promotes an environment where children feel safe and valued.

Please see the Brigg Primary Attendance strategy which details how attendance is encouraged, celebrated, monitored and challenged.

## 7. Attendance monitoring

Monitoring attendance

Brigg Primary School will:

- Monitor attendance and absence data weekly, termly, and yearly across the school and at an individual child level
- Identify whether or not there are particular groups of or individual children whose absences may be a cause for concern
- Attendance Team meetings will be held regularly (at least half termly) and children or groups of children who are cause for concern are discussed and a plan is put into action
- Monitoring takes place as part of a whole school priority and starts within the classroom itself
- Brigg Primary School will monitor itself against local, regional and national data regularly and take action to improve attendance where needed
- The school will regularly feedback to the governing body its attendance data and actions taken to ensure attendance remains a key focus and priority for the whole school

### 7.2 Analysing attendance

Brigg Primary School will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

Brigg Primary School will:



- Provide regular attendance reports to all teaching staff, and other school leaders, to facilitate discussions with children and families at the earliest opportunity
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## 7.4 Reducing persistent and severe absence

Persistent absence is where a learner misses 10% or more of school, and severe absence is where a learner misses 50% or more of school.

Brigg Primary School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings and work alongside parents of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school and ensure children are accessing the education to which they are entitled
- Offer Early Help Support and other attendance support Such as the Attend Framework to support better school attendance and review regularly.
- Provide access to wider support services to remove the barriers to attendance

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Head teacher. At every review, the policy will be approved by the board of governors.

## 9. Links with other policies

This policy links to the following policies:

- Safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Child is present at morning registration
\	Present (pm)	Learner is present at afternoon registration

<b>L</b>	Late arrival	Learner arrives late before register has closed
<b>K</b>	Attending education provision arranged by Local Authority	Learner is attending a place other than the school or any other school at which they are a registered pupil, for education provision arranged by a Local Authority.
<b>V</b>	Attending an educational visit	Learner is attending an approved educational activity.
<b>P</b>	Participating in a sporting activity	Learner is attending an approved sporting activity.
<b>B</b>	Off-site educational activity	Learner is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Learner is attending a session at another setting where they are also registered
<b>M</b>	Leave of absence for the purpose of attending a medical or dental appointment	Learner is at a medical or dental appointment
<b>X</b>	Non-Compulsory school age pupil	Learner is not required to attend school due to non-compulsory school age
<b>C2</b>	Leave of absence for a compulsory school age pupil subject to a part time timetable.	Learners are authorised to attend school on a part time timetable.
<b>C</b>	Leave of absence for exceptional circumstances	Learner has been granted a leave of absence due to exceptional circumstances
<b>T</b>	Romani, Roma, and traveller absence	Learner from a traveller community is travelling, as agreed with the school
<b>R</b>	Religious observance	Learner is taking part in a day of religious observance
<b>I</b>	Illness	School has been notified that a learner will be absent due to illness
<b>E</b>	Excluded	Learner has been excluded but no alternative provision has been made

<b>Y1</b>	Transport not available	Learner is unable to attend school due to transport normally provided, not being available.
<b>Y2</b>	Disruption to Travel	Learner is unable to attend school due to widespread disruption to travel.
<b>Y4</b>	Whole school Closure	Learner is unable to attend school due to the whole school site being unexpectedly closed.
<b>Y6</b>	Public Health Guidance/Law	Learner is unable to attend school in accordance with Public health guidance or law.
<b>Y7</b>	Unavoidable cause	Learner is unable to attend school because of any other unavoidable cause.
<b>G</b>	Unauthorised holiday	Learner is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Learner is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for learner's absence
<b>U</b>	Arrival after registration	Learner arrived at school after the register closed
<b>#</b>	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

## Appendix 2 Brigg Primary School Attendance Strategy



### Brigg Primary Attendance Framework



	Responsible	Response	Acknowledgment / success	Daily actions	Weekly actions	Termly actions
100% - 95%	Class teachers/ Attendance admin n/ Lead Learning Mentor	<ul style="list-style-type: none"> <li>Class Teachers to celebrate good class attendance daily using the Attendance Matters Posters</li> <li>Class Teachers to celebrate 100% attenders on a weekly basis with an attendance dojo</li> <li>Class Teachers to celebrate good attendance during parents' evenings</li> <li>Class teacher to monitor, celebrate improvement in pupils' attendance</li> <li>Lead Learning mentor and admin staff to address pupils whose attendance is in danger of falling below 95% via through the daily absence phone call.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Dojo for every child who has achieved 100% attendance for the previous week.</li> <li>Celebrate pupils who are on or above school target.</li> <li>Positive letter home to parent where attendance has improved.</li> <li>Celebrate all classes with 96% or above during Monday's HT assembly.</li> <li>Weekly trophy and certificate for the classes in each phase with the highest attendance.</li> <li>15 mins playtime / choosing in an afternoon for these classes.</li> </ul>	<ul style="list-style-type: none"> <li>First day absence call and / or text</li> </ul>	<ul style="list-style-type: none"> <li>Attendance is shared in HT Assembly every Monday</li> <li>Class teachers to update their Attendance posters displayed in the classroom door</li> <li>Trophy and certificate awarded to the winning class in every phase.</li> <li>Attendance ranking shared with class teachers for previous week.</li> <li>Send out whole school class dojo message to celebrate winners</li> <li>100% attendance dojo given</li> <li>Monitor those at risk of falling below 95%.</li> <li>CP, LAC, SEN priority phone calls – relevant professionals informed of absence of 'at risk' pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Prize for class with overall best attendance – 30 mins choosing time</li> <li>Class Dojo message for parents to celebrate the classes with excellent attendance (over 96%)</li> <li>Class teacher to discuss with parents at parents evening if attendance is at risk of falling below 95%</li> </ul>

	Responsible	Response	Acknowledgment / success	Daily actions	Weekly actions	Termly
90% – 95%	Attendance admin/ Lead Learning Mentor / SLT	<ul style="list-style-type: none"> <li>• Attendance Admin to monitor and highlight where improvement has been made</li> <li>• Child included on the Attendance tracking system</li> <li>• Attendance admin to maintain parental contact log, evidence of letters and phone calls.</li> <li>• Attendance Admin to send a text home warning of low attendance</li> <li>• Below 92% proof needed to authorise further absence</li> <li>• Attendance support meeting offered</li> <li>• Early Help begun if considered needed</li> <li>• Safeguarding visits home where appropriate</li> <li>• Evidence collated in the event of a referral</li> </ul>	<ul style="list-style-type: none"> <li>• Text message for improvement in attendance</li> <li>• Class teacher to acknowledge through class dojo or parents evening</li> </ul>	<ul style="list-style-type: none"> <li>• First day call/text message</li> <li>• CP, LAC, SEN priority phone calls Other relevant</li> <li>• Professionals informed of absence of “at risk” pupils.</li> <li>• Attendance tracking system of conversations acknowledge</li> <li>• Home visit where needed and particularly in light of little / no contact</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance admin to track weekly attendance.</li> <li>• Download weekly report from MIS system</li> <li>• Parental contact updating attendance improvements or challenging no improvement if necessary</li> <li>• Discuss individual cases with EIO</li> <li>• Class Teachers to update ‘Attendance Matters Posters’ daily with their class attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Text home for improved attendance</li> <li>• Send out Amber Letter/Parent Meeting Letters for attendance decline</li> <li>• Lead Learning Mentor to update Senior Leadership Team with pupils who have improved/declined with their attendance</li> <li>• Set up parent meetings where needed</li> <li>• Class teacher to discuss concerns/impact on the pupils learning due to low attendance during parents evening discussion</li> <li>• Class Dojo message for parents to celebrate the classes with excellent attendance</li> </ul>

	Responsible	Response	Acknowledgment / success	Daily actions	Weekly actions	Termly / half termly actions
90% and Below	SLT / Lead Learning Mentor / Attendance Admin and Education Inclusion Officer	<ul style="list-style-type: none"> <li>• Lead Learning Mentor to monitor, celebrate improvement or address pupils attendance which is continuing to fall</li> <li>• SLT parental contact, 'Red' Letter and phone calls</li> <li>• Attendance support meeting offered with EIO</li> <li>• Home visits</li> <li>• Attendance meeting conducted and Attend framework / Early Help begun if needed</li> <li>• Attendance toolkit to be considered for child through Nurture provision</li> <li>• Safeguarding visits home where appropriate</li> <li>• Evidence collated for a referral.</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrate any improvement in attendance via text</li> <li>• Acknowledgment letter for reaching 92%+</li> </ul>	<ul style="list-style-type: none"> <li>• First day call/text message</li> <li>• Home visit where needed and particularly in light of little / no contact</li> <li>• CP, LAC, SEN priority phone calls Other relevant</li> <li>• Professionals informed of absence of "at risk" pupils.</li> <li>• Attendance tracking system of conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance Admin to track weekly attendance.</li> <li>• Update tracker with weekly attendance figures for individual children</li> <li>• Parental contact updating attendance improvements or challenging no improvement</li> <li>• Discuss indiv cases with EIO</li> <li>• Class Teachers to update 'Attendance Matters Posters' with their class attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter home for improved attendance</li> <li>• Send out Amber letter and then Red Letter/Parent Meeting Letters for attendance decline</li> <li>• Lead Learning Mentor to update Senior Leadership Team with pupils who have improved/declined with their attendance</li> <li>• Set up parent meetings with EIO as deemed necessary</li> <li>• Class teacher to discuss concerns/impact on the pupils learning due to low attendance during parents evening discussion</li> <li>• Leaders attend termly education tasking meeting.</li> </ul>

## Appendix 3 Example - Attendance Chart

The chart below outlines how the number of sessions (half days) missed in a term can affect a pupil's attendance throughout the year

The aim is to stay in the green

TERM 1		TERM 2		TERM 3		FULL YEAR	
144 sessions	100%	120 sessions	100.00%	116 sessions	100.00%	380 sessions	100.00%
1 missed	99.3%	1 missed	99.17%	1 missed	99.14%	1 missed	99.74%
2 missed	98.6%	2 missed	98.34%	2 missed	98.28%	2 missed	99.48%
3 missed	97.9%	3 missed	97.51%	3 missed	97.42%	3 missed	99.22%
4 missed	97.2%	4 missed	96.68%	4 missed	96.56%	4 missed	98.96%
5 missed	96.5%	5 missed	95.85%	5 missed	95.70%	5 missed	98.70%
6 missed	95.8%	6 missed	95.02%	6 missed	94.84%	6 missed	98.44%
7 missed	95.1%	7 missed	94.19%	7 missed	93.98%	7 missed	98.18%
8 missed	94.4%	8 missed	93.36%	8 missed	93.12%	8 missed	97.92%
9 missed	93.7%	9 missed	92.53%	9 missed	92.26%	9 missed	97.66%
10 missed	93.0%	10 missed	91.70%	10 missed	91.40%	10 missed	97.40%
11 missed	92.3%	11 missed	90.87%	11 missed	90.54%	11 missed	97.14%
12 missed	91.6%	12 missed	90.04%	12 missed	89.68%	12 missed	96.88%
13 missed	90.9%	13 missed	89.21%	13 missed	88.82%	13 missed	96.62%
14 missed	90.2%	14 missed	88.38%	14 missed	87.96%	14 missed	96.36%
15 missed	89.5%	15 missed	87.55%	15 missed	87.10%	15 missed	96.10%
16 missed	88.8%	16 missed	86.72%	16 missed	86.24%	16 missed	95.84%
17 missed	88.1%	17 missed	85.89%	17 missed	85.38%	17 missed	95.58%
18 missed	87.4%	18 missed	85.06%	18 missed	84.52%	18 missed	95.32%
19 missed	86.7%	19 missed	84.23%	19 missed	83.66%	19 missed	95.06%
20 missed	86.0%	20 missed	83.40%	20 missed	82.80%	20 missed	94.80%
21 missed	85.3%	21 missed	82.57%	21 missed	81.94%	21 missed	94.54%
22 missed	84.6%	22 missed	81.74%	22 missed	81.08%	22 missed	94.28%
23 missed	83.9%	23 missed	80.91%	23 missed	80.22%	23 missed	94.02%
24 missed	83.2%	24 missed	80.08%	24 missed	79.36%	24 missed	93.76%
25 missed	82.5%	25 missed	79.25%	25 missed	78.50%	25 missed	93.50%
26 missed	81.8%	26 missed	78.42%	26 missed	77.64%	26 missed	93.24%
27 missed	81.1%	27 missed	77.59%	27 missed	76.78%	27 missed	92.98%
28 missed	80.4%	28 missed	76.76%	28 missed	75.92%	28 missed	92.72%
29 missed	79.7%	29 missed	75.93%	29 missed	75.06%	29 missed	92.46%
30 missed	79.0%	30 missed	75.10%	30 missed	74.20%	30 missed	92.20%
31 missed	78.3%	31 missed	74.27%	31 missed	73.34%	31 missed	91.94%
32 missed	77.6%	32 missed	73.44%	32 missed	72.48%	32 missed	91.68%
33 missed	76.9%	33 missed	72.61%	33 missed	71.62%	33 missed	91.42%
34 missed	76.2%	34 missed	71.78%	34 missed	70.76%	34 missed	91.16%
35 missed	75.5%	35 missed	70.95%	35 missed	69.90%	35 missed	90.90%
36 missed	74.8%	36 missed	70.12%	36 missed	69.04%	36 missed	90.64%
37 missed	74.1%	37 missed	69.29%	37 missed	68.18%	37 missed	90.38%

38 missed	73.4%	38 missed	68.46%	38 missed	67.32%	38 missed	90.12%
39 missed	72.7%	39 missed	67.63%	39 missed	66.46%	39 missed	89.86%
40 missed	72.0%	40 missed	66.80%	40 missed	65.60%	40 missed	89.60%
41 missed	71.3%	41 missed	65.97%	41 missed	64.74%	41 missed	89.34%
42 missed	70.6%	42 missed	65.14%	42 missed	63.88%	42 missed	89.08%
43 missed	69.9%	43 missed	64.31%	43 missed	63.02%	43 missed	88.82%
44 missed	69.2%	44 missed	63.48%	44 missed	62.16%	44 missed	88.56%
45 missed	68.5%	45 missed	62.65%	45 missed	61.30%	45 missed	88.30%
46 missed	67.8%	46 missed	61.82%	46 missed	60.44%	46 missed	88.04%
47 missed	67.1%	47 missed	60.99%	47 missed	59.58%	47 missed	87.78%
48 missed	66.4%	48 missed	60.16%	48 missed	58.72%	48 missed	87.52%
49 missed	65.7%	49 missed	59.33%	49 missed	57.86%	49 missed	87.26%
50 missed	65.0%	50 missed	58.50%	50 missed	57.00%	50 missed	87.00%

NB: 1 session = 1 am or 1 pm session    2 sessions = full day



**Remove and replace**

### **Appendix 3: SC001 - Letter Red – Persistent absentee – Below 90%**



Atherton Way, Ancholme Business Park, Brigg, North Lincolnshire, DN20 8AR

**Head Teacher- Mrs Atkinson**

Tel- 01652 652 155

Email- [admin.briggprimary@northlincs.gov.uk](mailto:admin.briggprimary@northlincs.gov.uk)

DATE

NAME

ADDRESS

Ref: SC001 - RED - Persistent Absentee

Student Name:

DOB:

Dear

At Brigg Primary School we are committed to providing high quality education and improving outcomes for all our pupils. In order for a child to reach their full potential, we expect a high level of school attendance, so they are able to maximise their learning and achievement.

I enclose a copy of your child's attendance record which shows an attendance of **XX.XX%** for this academic year. As your child's attendance has fallen **below 90%** they are now classed as being persistently absent. Last year your child's

attendance was **XX.XX%**. We are concerned that his attendance is following a similar pattern to last year. This level of absence from school has proven to have a significant impact on a child's education.

I must also advise you that it is the decision of the Headteacher as to whether an absence is authorised or not, taking into account the reason provided.

We would like to work closely with you in order to improve your child's attendance. If you would like to discuss any issues impacting upon your child's ability to fully access their education, please contact school and speak with Mrs Riggall – Lead learning mentor.

We look forward to seeing positive changes in your child's school attendance, supported by yourself as the parent.

Yours sincerely

*T. Atkinson*

Mrs T Atkinson

Headteacher

#### **Appendix 4 - SC001 - Letter Amber – Below 95%**



Atherton Way, Ancholme Business Park, Brigg, North Lincolnshire, DN20 8AR

**Head Teacher- Mrs Atkinson**

Tel- 01652 652 155

Email- [admin.briggprimary@northlincs.gov.uk](mailto:admin.briggprimary@northlincs.gov.uk)

DATE  
NAME  
ADDRESS

Ref: SC001 - AMBER - below 95% attendance

Student Name:  
DOB:

Dear

At Brigg Primary School, we are committed to all of our children to ensure they receive the education they deserve. However, in order for a child to reach their full potential, it is important for them to attend school so they are able to maximise their learning and achievement.

I enclose a copy of **(Child's name)** attendance record which shows an attendance of **XX.XX%** for this academic year so far. We would like every child to aspire to achieving 100% attendance and would like to express our initial concerns regarding **(Child's name)** attendance level. It is appreciated that young people sometimes become unwell, but as parents it is important to be aware of the level of your child's school attendance, as it may have a detrimental effect on their educational attainment.

The cumulative absence days across the academic year:

The effect of absence on progress					
A whole year has 365 days; a school year has 190 day. That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.					
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
VERY GOOD		WORRYING		SERIOUS CONCERN	

We will continue to monitor **(Child's name)** attendance and if there is no improvement we will look to invite you in for a meeting at school to discuss things in more detail.

If you are experiencing any difficulties regarding this, please do not hesitate to contact me.

Please follow the school's absence reporting process and contact the school on each day of absence, to provide an explanation of absence and potential expected return date.

To report an absence please:

- Use dedicated attendance report e-mail - [attendance@briggprimary.co.uk](mailto:attendance@briggprimary.co.uk)
- Ring school and dial 1. **Please do not use class Dojo as this is not always accessed by the office staff.**

We would like to work closely with you in order to improve your child's attendance. If you would like to discuss any issues impacting upon your child's ability to fully access their education, please contact school and speak with Mrs Riggall - Lead learning mentor.

We look forward to seeing positives changes in your child's school attendance, supported by yourself as the parent.

Yours sincerely

**T Atkinson**

Mrs T Atkinson

Headteacher

## Appendix 5: SC002 - Letter Red – Persistent absentee – Below 90%



Atherton Way, Ancholme Business Park, Brigg, North Lincolnshire, DN20 8AR

**Head Teacher- Mrs Atkinson**

Tel- 01652 652 155

Email- [admin.briggprimary@northlincs.gov.uk](mailto:admin.briggprimary@northlincs.gov.uk)

**DATE**

**NAME**

**ADDRESS**

**Ref: SC002 - RED - Below 90% Attendance**

**Student Name**

**DOB**

**Dear**

Brigg Primary School continues to monitor the school attendance of NAME, who currently has an attendance of XX.XX% with XX.X% authorised absence and XX.X% unauthorised absences (X sessions). There is also a pattern of absence with NAME being absent on a Thursday. This attendance level remains a cause of concern. As previously stated, NAME attendance has fallen below 90%, he is now classed as being persistently absent. Since we initially wrote to you on 17/09/2025, there have been a further X absences, X of which have been unauthorised.

Cumulative absence across a school year.

The effect of absence on progress					
A whole year has 365 days; a school year has 190 day. That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.					
No absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80%
VERY GOOD		WORRYING		SERIOUS CONCERN	

As the situation has not improved, we would now like to invite you to a meeting to discuss any further support, interventions and actions required to support positive changes being made and sustained. At this point we will discuss further an Attendance Support / Action plan for you as the parent / carer.

**The meeting will be held on XXXXX at XXXX am.**

As of today's date, I am now advising you that I will no longer be authorising absence without suitable evidence being provided by you, for consideration of authorising. Please note, it is the Head's decision and discretion to authorise absence, taking into account the reasons provided for absence, not that of a parent/carer.

We want to help and improve your child's attendance and avoid any other barriers to learning. As the parent/carer you have a legal obligation to support your child to achieve regular school attendance. Please note, unauthorised absences are used as evidence for the consideration of any statutory action including prosecution in the Magistrates court under Section 444(1/1A) of the Education act 1996, or issuing of a penalty notice i.e. fine (£160 per adult per child, reducing to £80 if paid within 21 days of receipt).

We look forward to meeting with you to discuss how we can work together to improve NAME'S attendance, supported by yourself as the parent and see positive changes to his school attendance.

Yours sincerely

*T. Atkinson*

**Mrs T Atkinson**

**Headteacher**

**Enc: Registration Certificate**

## Appendix 6: Absence for Travelling Purposes



Atherton Way, Ancholme Business Park, Brigg, North Lincolnshire, DN20 8AR

**Head Teacher- Mrs Atkinson**

Tel- 01652 652 155

Email- [admin.briggprimary@northlincs.gov.uk](mailto:admin.briggprimary@northlincs.gov.uk)

**DATE**

**NAME**

**ADDRESS**

**Student Name**

**DOB**

**Dear**

We value the strong partnership we have with our travelling community and appreciate the importance of maintaining cultural traditions alongside education. Regular school attendance is essential for every child's learning, progress, and future opportunities.

Under the Department for Education guidance, Traveller families may request authorised absence using the **T Code** when travelling for **occupational purposes**. Key points to note:

- The absence must relate to work (e.g., fairs, markets, seasonal trades).
- Children are expected to attend school for **at least 200 sessions (approximately 100 days)** each year if over six years old.
- The overall expectation of school attendance remains **380 sessions per school year**, so attendance should be as regular as your work allows.

- Please inform the school of travel dates as early as possible. The head teacher will decide if the T Code applies.
- Where possible, consider **dual registration** so your child can attend a school near your temporary location.

Following this absence period your child \_\_\_\_\_'s attendance is \_\_\_\_\_sessions for this academic year.

Our aim is to ensure every child receives the best possible start in life. Consistent attendance helps children:

- Keep up with their learning and friendships
- Build confidence and achieve their potential
- Prepare for future education and employment

If you need advice or support, please reach out to us. We are here to help.

Thank you for your continued commitment to your child's education.

Yours sincerely



Headteacher