



### **Attendance at Babraham**

Babraham staff and governors believe that cooperation between school and parents is essential to maintain regular attendance, ensuring the quality and progression of each child's education. We follow the DEMAT Attendance Policy. Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full time basis. The school records and monitors attendance in accordance with statutory requirements.

#### **Procedures - see appendix A**

Registers are called twice daily at 8.50am and 1pm and close at 9.20am and 1.10pm. Children will be marked late if they are not in their classroom at 8.50am and 1pm. After the registers close at 9.20am, lateness will be marked as unauthorised. The office collects attendance data and enters it on to Bromcom. This data is monitored and analysed to ensure that unauthorised absences are accounted for, and any attendance trends are followed up. If necessary, the Attendance Officer may be consulted, and parents may incur a Penalty Notice which involves a fine.

#### **Authorised Absence**

Authorised absence may include medical and dental appointments, illness, religious observance, bereavement, educational visits, approved public examinations or performances, including sporting activity, and interviews. If parents know that their child is going to be absent from school for any unavoidable reason they should contact the school as soon as possible, or preferably prior to the first morning of absence. If a child is unwell or unable to attend school for any unexpected reason, parents should contact the school as soon as possible, and by 9.15am at the latest, to report the absence.

#### **Unauthorised Absence**

A parental note explaining the absence from school is not acceptable unless the reason is covered under the authorised reasons above. If there are concerns around attendance, each child's attendance record will be considered together with the timing of absences and the impact on their learning. Consistent patterns of absence will be investigated.

#### **Monitoring**

Attendance is monitored at least half termly, and if there are concerns, the headteacher will contact the parent/carer to offer support. Any concerns around attendance are discussed during weekly staff meetings. The Headteacher reports the attendance figures to Governors.

### **Encouraging excellent Attendance**

The Headteacher talks about Attendance regularly in Collective Worship and will give a special mention to children who have attendance of 98% or above.

The Headteacher has informal conversations with parents and carers if there are any concerns about attendance or punctuality. Parents may be encouraged to seek the support of our Education and Inclusion Family Advisor. They may also be directed to support provided by the LA.

### **Term Time Holidays**

Children should be in school in term time.

#### What the law says

The regulations make clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday.

#### Procedure

Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time.'

These may be obtained from the school office. (Appendix C).

If the request is unauthorised, parents may be referred to the Attendance Officer and may be issued with a Penalty notice.

## Attendance Policy Appendix A

### Attendance Information for Parents

School start time (register opens): 8:40

Registers will close at: 9:10 (30 minutes after registered has opened)

To report an absence please call: School Office 01223 832322

### Academy Attendance Officer for day-to-day contact

Name: Mrs Janice Roberts (Mon-Wed) Mrs Riina Thomalainen (Thurs & Fri)

Contact details: 01223 832322 or [office@babraham.cambs.sch.uk](mailto:office@babraham.cambs.sch.uk)

### Academy Attendance Champion

Name: Mrs Suzanne Wernham (Headteacher)

Contact details: 01223 832322

### First Day Absence procedures

Parents are expected to notify the academy each day if their child is unable to attend for an unavoidable reason, such as illness. If the academy does not receive notification, we will:

- Send a message asking you to make contact with the school as soon as possible.
- Call all numbers for those with parental responsibility.
- Call other contacts
- If all avenues of communication have been exhausted with no response we will conduct a home visit.

### Strategies for promoting attendance

Link to LA strategies for supporting attendance:

[School attendance | Cambridgeshire County Council](#)

[Working together to improve school attendance - GOV.UK](#)

## Attendance Policy Appendix B

Monday 2nd March 2026

Dear Parents/carers,

I have noticed that your child, XXX attendance has deteriorated. It is currently XX% Regular attendance is extremely important as missing school can have an impact on learning, and as I am sure you are aware it is a legal requirement.

I hope that this term we will see an improvement in her attendance

We will continue to monitor «forename»'s attendance and I look forward to seeing an improvement. If the absence is due to a medical reason please ensure that we have been informed so appropriate support can be put in place.

Yours sincerely,

Suzanne Wernham, Headteacher

## Attendance Policy Appendix C

### Application for Leave of Absence during Term Time

Please note the following before completing this form and read the information overleaf carefully.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

|                                |                   |                           |
|--------------------------------|-------------------|---------------------------|
| Pupil's Name                   | Date of Birth     | Class/Teacher             |
| Home Address                   |                   |                           |
| First Date of Absence          | Date of Return    | No. of School Days Absent |
| Exceptional Reason for Absence |                   |                           |
| Name of Parent                 | Home Telephone No | Mobile Phone No           |
| Email                          |                   |                           |
| Signature of Parent            |                   |                           |

|  |                                     |
|--|-------------------------------------|
| <b>For the Headteacher to complete</b>   |                                     |
| Date received  |                                     |
| Current Attendance:            %   | Last Year's Attendance            % |
| Exceptional Reason Accepted  | Yes / No                            |
| Name and Signature   | Date                                |
| If you still intend to take the holiday, please know that the absence has been authorised / unauthorised (delete as appropriate) |                                     |

## **Application for Leave of Absence during Term Time**

Babraham C of E Primary, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.

If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age.

If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.

For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

**NB**

The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day to day care of that child. This is in addition to legal guardians and those with parental responsibility.