



# Bramcote College

A member of The White Hills Park Trust

# Attendance Policy

Updated: March 2026  
Revised absence codes  
Penalty Notices  
Review: March 2027

## Bramcote College Attendance Target 96% 2025-2026

Bramcote College is committed to providing a full and efficient education to all students and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all students feel valued and welcome.

Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parents/carer.

The Education Act 1996 requires parents/carers to ensure that their children receive efficient, full-time education, either by regularly attending school or otherwise.

Under section 7 of the Education Act 1996 parents have a legal responsibility for making sure that their children of compulsory school age receive full time education. If a child fails to attend regularly then the parent is guilty of an offence.

School and academies are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are registered at the school.

For a child to reach their educational potential a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to students and parents/carers the importance of regular and punctual attendance.

Each year the school will examine its attendance figures and set attendance/absence targets in relation to national guidelines.

This policy contains within it the procedures that the school will use to meet its attendance targets.

Further information for school attendance can also be found on the government website, details below.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

### **School Procedures**

The Assistant Head Teacher has overall responsibility for monitoring and improving attendance.

The Attendance Officer assumes responsibility for the daily operation of attendance processes. The Attendance Officer will produce reports relating to attendance and ensure the attendance policy is adhered to.

The Head of year for each year group will support the actions taken by the Attendance Officer to improve the attendance of individual students and will lead on promoting good attendance and punctuality with their year group. Heads of year will ensure good practice relating to attendance within their tutor team and will monitor the attendance of all students in their year group. Any concerns are passed to the Attendance Officer in regularly attendance meetings.

Class Teachers are responsible for completing registers appropriately, promoting good attendance with their tutees and pursuing poor attendance.

Any child who is absent from school at the morning registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the head teacher or a member of staff acting on their behalf can authorise absences. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.50am. The afternoon registration will be at 2.00PM at the start of period 4. The registers will remain open for 20 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e., school transport was delayed. In cases where the absence at registration was for attending an early morning medical/dental appointment, the appropriate authorised absence code will be entered.

Any student who is late will attend a correction after school, which is usually completed on the same day as the actual lateness. Those students who are persistently late may be invited to attend a meeting with their parents/carers to discuss issues of punctuality with the Attendance Officer and Head of Year.

### **Authorising absence**

Every half-day absence from school must be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, initially by a phone call/email to the schools Attendance ([attendance@bramcote.college](mailto:attendance@bramcote.college)) or using the My Child At School (MCAS) app.

### **Authorised absence**

Bramcote College is unable to authorise any absence during term time unless the reason is deemed to be valid under the Education Act 1996. **Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

Medical appointments should be taken outside of school hours where possible. Where it is not possible, the student should be out of school for the minimum time possible. Parent/carers must notify the school in advance of any planned medical/dental appointment and may be asked to provide evidence of the appointment to the Attendance Officer.

### **Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

### **First Day Absence**

On the first day of absence the parents/carer should contact the school and inform the Attendance Officer of the reason for their child's absence by contacting the absence line 0115 9078100 or [attendance@bramcote.college](mailto:attendance@bramcote.college). If no contact is made with school the Attendance Officer will contact home (via telephone, text or the My Child at School App) to inform parents/carers of the absence and to discover the reason for the absence.

### **Subsequent Days of Absence**

Parent/carers should contact the school on the morning of each day of absence.

### **Third Day Absence**

If after the third day of absence if no contact has been made with parents/carers, a home visit will take place.

## **Continuing absence of five days**

If there is still no response a letter will be sent and then a referral will automatically be made to Nottinghamshire County Council Children Missing Education Officer, no later than day 10 when there is no explanation for absence and checks to locate a missing student have been completed. Checks include further home visits and contact with other professionals and family members to assist in locating a missing student.

## **Frequent Absence**

It is the responsibility of both staff and tutors to be aware of, and bring attention to, any emerging attendance concerns. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers, usually by inviting parents/carers to attend a Welfare Meeting along with the Head of year. If there is no improvement further support will be offered, but the parents/carers may also be at risk of a fixed penalty notice or being prosecuted in court if there is no acceptable reason for the absence.

## **Application for leave of absence in term time.**

The Head teacher can only authorize a leave of absence during term time in **exceptional circumstances**. This **does not** include holidays during term time.

If a parent/carer wishes to request a leave of absence, this must be made using the Leave of Absence Form on the school website, or a copy can be obtained from school reception or the Attendance Officer giving at least 4 weeks in advance of the date of absence, or as much notice as possible. Where a leave of absence is not authorised, a referral may be made to the Attendance Enforcement Team. This may result in a Fixed Penalty Notice being issued.

## **Reasons for absence**

Whilst we recognise that sometimes absence is unavoidable, we can only authorise a limited number of reasons for student absence. Acceptable reasons for absence include:

- Medical appointments (All appointments, wherever possible, should be taken outside school hours)
- Medical procedures / recovery
- Illness or injury – the student is too unwell to attend school (medical evidence may be requested for prolonged or frequent periods of illness)
- Where the student has been advised not to attend by a medical practitioner (school may require evidence of this)
- An infectious illness or disease that should not be passed to others.
- A day set aside for Observance by the religious body to which the students' parents belong.
- To attend a job or college interview which cannot be organised outside school hours.
- To take part in approved public performances.
- To take part in approved sporting events or public exams.
- A "exceptional circumstance" agreed in advance

## **Unacceptable reasons for absences include:**

- Birthdays
- Minding the house/waiting for deliveries or tradesmen
- Shopping
- Uniform not available/in the wash
- Looking after siblings
- Oversleeping
- Parents needing support
- Term-time holidays

## **Enforcement/ Penalty notices.**

If your child has 10 sessions (5 days) of unauthorised absence within any 10-week period the school may refer the absence to the Nottinghamshire School Attendance Enforcement Team who may issue a penalty notice to **each parent/carer** or who is considered responsible for the child.

### **First offence**

The first time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

### **Second Offence**

The second time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days.

### **Third offence and any further offences (within 3 years)**

The third time an offence is committed for term time leave of absence or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates court. This could lead to a fine of up to £2,500 per parent, per child. Cases found guilty in the Magistrates Court can show on the parents future DBS Certificate due to "failure to safeguard a child's education" and may impact on job applications and travel abroad.

Schools do not receive the money from any fines issued. There is no right of appeal against an Education Penalty Notice once it has been issued. If a parent believes that their child's leave of absence was not properly understood and that it should have been considered as exceptional by the Head Teacher, the parent/carer should make contact with the school directly

## **Promoting good attendance**

Bramcote College will seek regular opportunities to promote good attendance. This will be achieved through regular contact with parents, assemblies, and tutor activities. We will recognise excellent attendance and where students have made a concerted effort to improve their attendance.

### **Attendance Awards**

Regular attendance awards are given to students who achieve 100% attendance on a termly basis and those students who achieve 100% attendance over an academic year will receive recognition.

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets exists and SLT is responsible for overseeing this work.

### **The registration system**

We use BROMCOM for keeping school attendance records. The following national codes are used to record attendance information.

The following codes are taken from the DfE's [guidance on school attendance](#).

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
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/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not

		required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Registers by law are kept for at least 3 years.

### **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Approved Educational Activity
2. Authorised Absence
3. Unauthorised Absence

#### **1. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval

of the school.

**Note: Students recorded in this category are deemed to be present for attendance returns purposes.** This would include:

Work experience placements  
Field trips and educational visits  
Sporting activities  
Link courses or approved education off site  
Most types of dual registration

**2. Authorised absence**

This is for those students who are away from school for a reason that is deemed to be valid under the Education Act 1996. **Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.**

**3. Unauthorised absence**

This is for those students where no reason has been provided, or whose absence is deemed to be without valid reason.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

Parents/carers keeping children off school unnecessarily  
Truancy before or during the school day.  
Absences which have never been properly explained  
Students who arrive at school too late to get a mark  
Holidays in term time.

**Bramcote College Sixth Form**







**You are expected to:**

- Abide by the Bramcote College Sixth Form Student Contract
- Attend 100% lessons as detailed on your timetable.
- Ensure you are punctual to all lessons and register your attendance.

**Bramcote College Sixth Form is expected to:**

- Keep records of your attendance
- Monitor your attendance.
- Respond to any queries or concerns that you wish to discuss
- Support you with any issues or problems you have.

<b>Bramcote College</b>
<b>175 non-school days a year</b>
<b>175 days to spend on family time, holidays, shopping, household jobs and other appointments</b>

<b>Attend 190 school days</b>	<b>10 days absence</b>	<b>15 days absence</b>	<b>29 days absence</b>	<b>38 days absence</b>	<b>47 days absence</b>
	<b>Attend 180 school days</b>				
		<b>Attend 175 school days</b>	<b>Attend 161 school days</b>	<b>Attend 152 school days</b>	<b>Attend 143 school days</b>
<b>100%</b>	<b>95%</b>	<b>92%</b>	<b>85%</b>	<b>80%</b>	<b>75%</b>
					
<b>Good</b> This gives your child the best chance of success, and gets your child off to a flying start		<b>Worrying</b> Less chance of success makes it harder for your child to make progress  The same as missing at least half a year of your time at WHP FEDERATION		<b>Serious Concern</b> This is not fair on your child and may result in court action  The same as missing at least one whole year of your time at WHP FEDERATION	
<b>Students who are persistently late could be classified as truanting</b>					

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE  
FROM SCHOOL DURING TERM TIME**

Before completing this application form, please read the reverse of this sheet and complete all sections below. Consent for term-time leave of absence will not be granted without a full description of special circumstances. The school may request further evidence to support any leave of absence application. The school requests that parents use the allocated school holiday period for vacations.

Student's Name ..... Tutor Group .....

Home address .....

..... Postcode .....

I wish to apply for my child to be absent from school during the following dates:

Date of last day of school .... / .... / .... Date of return to school .... / .... / ....

Total number of days missing .....

Reason for absence from school .....

.....

.....

.....

I make this application for my child, named above, to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance to all parents/carers.

Name of Parent/Carer making application .....

Email .....

Signed .....

Print name .....

Date .....

**PLEASE EMAIL YOUR COMPLETED APPLICATION FORM TO [attendance@bramcote.college](mailto:attendance@bramcote.college)  
GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE**

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**APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

This application form is for you to request a leave of absence for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

- In accordance with Government guidelines and recommendations, holidays during term time will not be authorised, unless for exceptional circumstances. Parents/Carers are reminded of the damaging effect that absence can have on a student's potential achievement.
- The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school in term time and schools can refuse your request to take your child out of school.
- If you wish to apply for a leave of absence during term time, you must apply for permission in writing using this form. Permission will only be granted in exceptional circumstances. If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised.
- If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular. Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.
- The Local Authority may take formal action against all parents for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.
- Therefore, your child's irregular attendance could result in one of the following actions: -
  - **First Offence** - The first time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days, reduced to £80 per parent per child if paid within 21 days.
  - **Second Offence** - The second time a Penalty Notice is issued for term time leave of absence or irregular attendance the amount will be £160 per parent, per child when paid within 28 days.
  - **Third Offence and any further Offences (within 3 years)** - The third time an offence is committed for term time leave of absence or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates court. This could lead to a fine of up to £2,500 per parent, per child. Cases found guilty in the Magistrates Court can show on the parents future DBS Certificate due to "failure to safeguard a child's education" and may impact on job applications and travel abroad.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached.