



Attendance Policy on a Page

Parent & Carer Guide | Harper Bell Seventh-day Adventist School

Our attendance aim 97% or above	Morning register 8:30am	Register closes 9:00am
Late after 8:40am	Report absence before 8:30am	School office 0121 693 7742

How to report an absence

Use the school's 'Under the Weather' / absence reporting Microsoft Form on the website, or telephone the school office. Tell us the reason and, if known, how long the absence is likely to last.

Our attendance support pathway

1. Listen early	If three half-day sessions of absence, repeated lateness or another pattern causes concern, we may arrange an informal discussion. We will listen to pupil voice and family views and offer Early Help where relevant.
2. Put support in place	We may agree reasonable adjustments, pastoral/SEND support, trusted-adult or buddy support, and an Attendance Support Plan with a review date. Plans are normally reviewed with families after 4–6 weeks.
3. Formalise support if needed	If unauthorised absence continues and reaches 10 sessions in a rolling 10-school-week period, the school may progress Birmingham City Council's Support First / ELIT process. This can include a Formal Attendance Meeting, Attendance Contract or Notice to Improve.
4. Enforce only where necessary	Birmingham City Council can issue a penalty notice or take other legal action where the legal threshold is met and the case is suitable for enforcement.

Penalty notices: Birmingham framework

The national threshold is 10 unauthorised sessions in 10 school weeks. For unauthorised term-time leave, 10 continuous sessions (normally 5 school days) can meet the threshold. A separate notice can be issued to each liable parent for each child.

First notice £160; reduced to £80 if paid within 21 days.	Second notice £160; no reduced rate.	Third occasion No third notice for the same parent/child within 3 years; other action may be considered, including prosecution.
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Attendance zones

97–100% Green Strong attendance	93–96.9% Yellow Emerging concern	90–92.9% Amber Concern	Below 90% Red Persistent absence concern
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Who can help?

Senior leaders with attendance oversight: Mrs S. Sidhu and Mr J. Dearing. Attendance staff: Mrs D. Dawati and Mrs S. Campbell. Please contact us early if illness, anxiety, SEND, transport, family circumstances or any other barrier is affecting attendance.

Term-time leave

Leave can only be authorised in exceptional circumstances. Requests must be made before travel is booked. Holidays in term time are not authorised simply because a request has been made.

This guide is a parent-friendly summary. The full school Attendance Policy and current Birmingham City Council / Department for Education guidance take precedence.

Attendance Acronym Glossary

A quick guide for parents and carers

Acronym / term	What it means
ASP	Attendance Support Plan – the school's written plan recording barriers, support, actions and review dates.
BCC	Birmingham City Council.
CME	Children Missing Education – the Local Authority process for children whose education or whereabouts cannot be confirmed.
DfE	Department for Education.
EHCP	Education, Health and Care Plan – a statutory plan for a child or young person with significant special educational needs.
ELIT	Education Legal Intervention Team – Birmingham City Council's team dealing with legal attendance intervention and referrals.
EPN / FPN	Education Penalty Notice / Fixed Penalty Notice – a financial penalty that may be issued by the Local Authority for qualifying unauthorised absence.
FAM	Formal Attendance Meeting – a formal stage within Birmingham's Support First attendance process.
LA	Local Authority – for Harper Bell, Birmingham City Council.
LOA	Leave of Absence – time away from school requested by a parent/carer; term-time leave is only authorised in exceptional circumstances.
NTI	Notice to Improve – a final opportunity to engage with support and improve attendance before a penalty notice may be issued in suitable ongoing-absence cases.
PA	Persistent Absence – missing 10% or more of possible school sessions (roughly below 90% attendance).
SA	Severe Absence – missing 50% or more of possible school sessions.
SENAR	Special Educational Needs Assessment and Review – Birmingham's service supporting statutory SEND assessment and EHCP processes.
SEND	Special Educational Needs and/or Disabilities.
U code	The statutory attendance code used when a pupil arrives after the register has closed and no other code applies; it counts as unauthorised absence.

Questions about attendance? Contact the school office on 0121 693 7742 or speak to a member of the attendance team.