



Parent Information

Working together to improve School Attendance



Dear Parents/Carers,

At Biggin Hill, we firmly believe that regular school attendance is essential for the educational progress and overall well being of our pupils. From 19th August 2024, the Government statutory document "Working together to Improve School Attendance" comes into effect. This letter sets out the main elements of the changes that have been put in place and a summary of our attendance policy.

How to report an absence

On the day of the absence, please call the school office before 9am or use the Studybugs app (<https://studybugs.com/>) to inform us about your child's absence. This should be done for each day of absence.

Please provide a brief explanation for the absence to help us maintain accurate records.

Support

Wherever possible we will meet with parents to identify the barriers preventing good attendance. We aim to help pupils and parents/carers access the support they need to overcome these.

We are here to listen and understand, so that everyone can work together to improve attendance patterns.

Term-time absence

A leave of absence will only be granted in exceptional circumstances (these are set out in our policy).

Family holidays are not considered to be exceptional circumstances.

Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

Applications for leave of absence can be made by parents/carers and will only be considered if the child has an attendance rate of 96% or above in the previous 12 months and will not fall below 96% as a result of taking leave. This applies to each child in a family. Each application is considered individually, taking into account the specific facts and circumstances.

This year, the London Borough of Bromley has fined a number of our parents for term-time holidays.

At Biggin Hill Primary School we aspire to high standards of attendance from all pupils and parents/carers and build a culture where we all can and want to be in school and ready to learn by prioritising attendance improvement across the school.



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Attendance Codes

Some attendance codes are changing. A full breakdown of what attendance codes we will use can be found in our Attendance Policy on our Website:

<https://www.bigginhillprimary.com/policies>

Rewards

Every child, who has 100% attendance for that week, has their name entered into a weekly draw. During Friday's celebration assembly, 2 names are drawn at random to receive a £5 Amazon voucher.

Every day that whole school attendance is above 96%, a star is added to the attendance jar. When the jar is full, new equipment is bought for the playground.

National Framework for fixed penalty notices:

All schools will be following a single consistent national threshold for when a penalty notice must be considered.

When the national threshold is met (10 sessions of unauthorised absence within a 10 week rolling period), schools will make assessments on a case by case basis as to whether or not a request will be made for the Local Authority to issue a Penalty Notice.

Fines issued by the Local Authority are increasing:

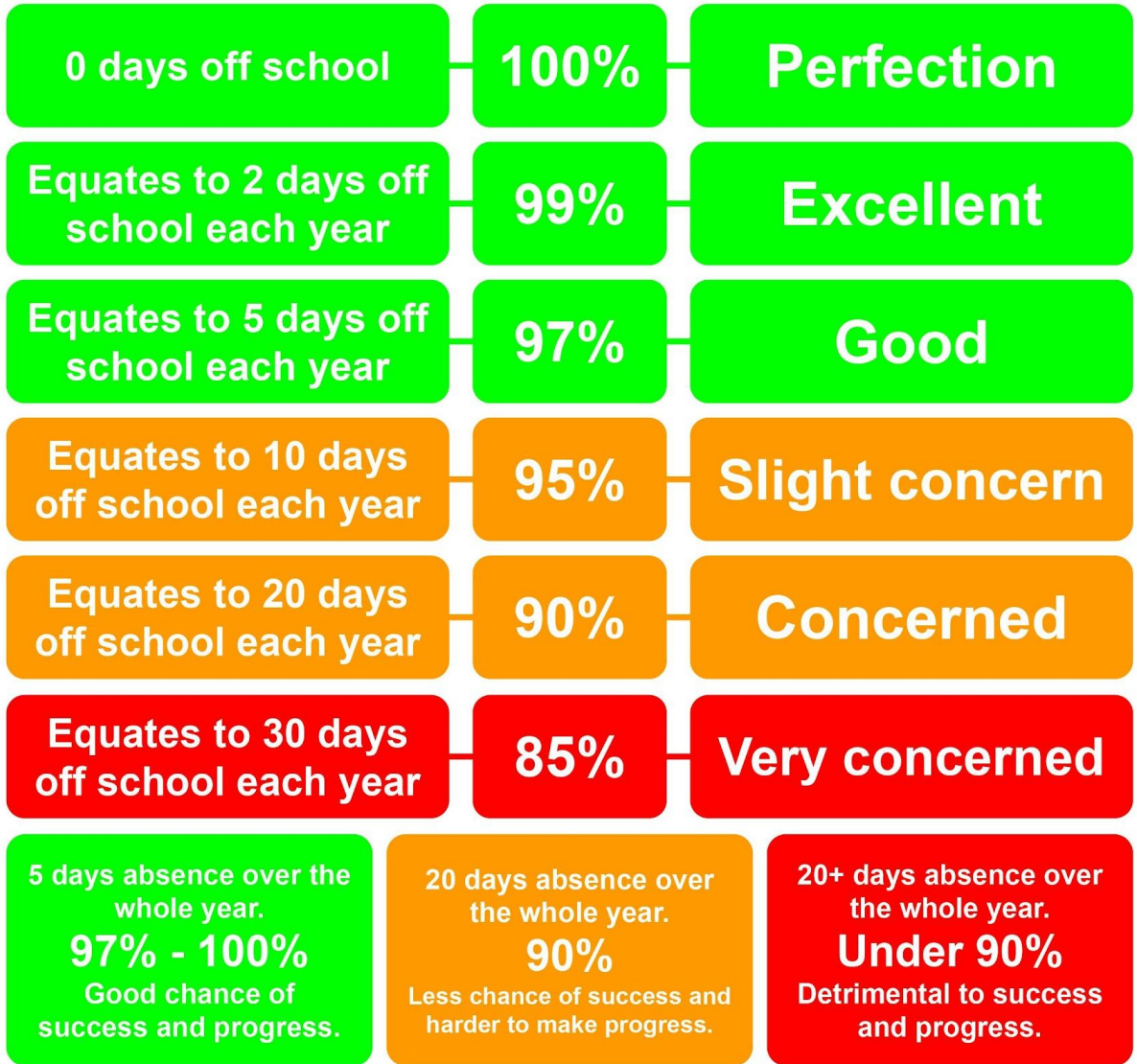
First Penalty Notice is £160 if paid within 28 days, £80 if paid within 21 days, per parent per child.

Second Penalty Notice is £160 per parent per child.

There is a limit of 2 Penalty Notices per child over a three year period.

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Every School Day Counts



Every Minute Counts

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 minutes late each day	=	3 days lost!
10 minutes late each day	=	6.5 days lost!
15 minutes late each day	=	10 days lost!
20 minutes late each day	=	13 days lost!
30 minutes late each day	=	19 days lost!



**Be at the
classroom on
time and ready to
learn!**