



Brentford School for Girls
Whole School Attendance Policy
04.09.2026

Rev	Date	Description
7	September 2026	Reviewed
6	September 2025	Reviewed
5	September 2024	Reviewed
4	May 2022	Reviewed
3	May 2020	Reviewed
2	May 2018	Reviewed
1	June 2016	Reviewed

Our Vision for Attendance

At Brentford School for Girls, we believe that attending school every day and arriving on time gives every student the best chance to succeed. Excellent attendance is at the heart of becoming the confident, resilient and ambitious Brentford Girl that we encourage all our students to be.

We have high expectations for every student and celebrate their achievements and progress. Regular attendance helps students make the most of their learning, build positive friendships and develop the skills and confidence they need for a happy and successful future.

Research shows that students are most likely to achieve their full academic and personal potential when they attend school at least 97% of the time. However, it is never too late to improve attendance, and every day in school makes a difference.

We are committed to working closely with students and their families to promote excellent attendance. Our staff understand the important role they play in supporting students and will work with families to ensure the right help is available whenever it is needed.

We regularly monitor attendance and punctuality to identify any patterns or barriers that may affect a student's attendance. By building positive relationships with families, we aim to listen, offer support, provide appropriate challenge where needed, and celebrate improvements and success.

By working together, we can help every student attend regularly, achieve their potential, and maintain attendance that is above the national average.

Attendance is everyone's business!



We ensure that all our key staff have a confident understanding of our roles, working tenaciously, to promote our high expectations around attendance by working with both students and their families to ensure that the right support is in place on a day-to-day basis.

We will ensure Key staff are equipped not only to identify any trends or barriers that may exist around attendance and punctuality but to have those key conversations and build positive working relationships for all by listening, supporting, challenging and rewarding where required.

We recognise that it is important we not only recognise and reward those students who are here every day, but also those students who are working hard to improve their attendance, creating a whole school culture when attendance is seen as an aspirational behaviour valued by all.

Documentation that informs this policy:

- [Working together to improve school attendance - 19 August 2024](#)
- [Sharing daily pupil attendance data - December 2025](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Keeping children safe in education - September 2026](#)
- [Elective Home Education - April 2019](#)
- [Children missing education - September 2025](#)
- [Summary of responsibilities where a mental health issue is affecting attendance - February 2023](#)

Roles and responsibilities:

Designated Senior Attendance Champion:

Mrs Carlie Pennington

email: cpennington@brentford.hounslow.sch.uk

The role of the senior attendance champion is to ensure that the promotion of positive attendance is considered in all aspects of the school's provision:

- Ensure all staff, students and parents have a clear understanding of our school vision for attendance and the rationale that informs it.
- Establish and maintain effective systems for the management of attendance in line with our school vision.
- Have a robust understanding of whole school attendance data.
- Monitor and evaluate the effectiveness of school attendance systems.

School Attendance Manager :

Mrs Lisa Shah

email: lshah@brentford.hounslow.sch.uk

School Attendance Officer: To be contacted in the first instance to report an absence

Miss Chloe Granger

email: attendance@brentford.hounslow.sch.uk

We will help all students understand the importance of attending school regularly and the positive impact this has on their learning, wellbeing and future opportunities. Attendance achievements are shared with students and families throughout the year through year group assemblies, half-termly and termly house competitions, our school reward systems, and attendance communications sent home. By celebrating success together, we strengthen the partnership between school and families and encourage every student to achieve the best possible attendance.

Communication with parents and carers:

- We will regularly inform all parents about their child's attendance and absence levels. This will be communicated through their Student Progress Report (up to three times per year dependent on what year the student is in).
- We will remind parents of the importance of regular attendance and punctuality in the school Bulletin, end of half term Rag'd attendance letters, our website and social media platforms, at open evenings and key events, in the Home-School Agreement and during all parents' evening meetings.

Parents can support regular attendance by:

- Ensuring your daughter attends school on each day the school is open for the pupils, unless there is an authorisable reason to be absent. Only the school can authorise an absence.
- Telephoning the school with a reason for an absence on each day of absence before 8:00am.
- Arranging all non-emergency medical and dental appointments out of school hours or during school holidays.
- Keeping the school updated by telephone, email or letter of any changes of circumstances. Making sure we always have your current contact numbers; this includes all telephone numbers and emergency contact details.

In the majority of instances - absence should only happen:

- When your child is significantly/symptomatically ill and therefore unfit to attend school. There should be an observable symptom; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences before or after a school holiday.
- When there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty.
- If your child has a documented medical condition that hinders regular attendance.
- Continued absences over three days or more will require medical evidence for it to be authorised.
- Downloading the NHS app for your child will support with any requests for medical evidence: <https://www.nhs.uk/nhs-app/>

Absence Recording Procedure:

- Parents / carers should contact the school by **phone before 8am** if their daughter is absent. The contact number is 0208 847 4281 selecting option 1
- If no contact has been made, the attendance officer has a duty of care and will make contact via phone call, text or email.
- Students attending after registration closes at 9.10am without proof of a valid reason will be marked as U, which is an unauthorised code and will affect the student's overall attendance percentage.
- Where attendance is already a cause for concern or a student is on an Attendance Support Plan, medical evidence will be requested to authorise the absence – absences will be unauthorised unless medical evidence has been provided or the child has been sent home from school. Failure to provide this evidence will result in an unauthorised mark until the child returns to school.
- **Accepted forms of evidence could include:**
 - Information that evidences the student's appointment
 - Letter, email, text confirmation of doctors/clinician/hospital appointment
 - Picture of medication (name of child and current date of prescription to be clear)

Good Attendance:

Once a child's attendance falls to 90% for whatever reason, she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a Persistent Absentee. Once a child's attendance falls below 50%, they are termed Severely Absent.

Positive Statistics share. Much of the work they miss when they are off school is never made up, these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE.

Term time Leave:

We realise that there are rare and unavoidable occasions when there might be a particular problem that causes a student to be absent.-If the absence is likely to be prolonged, parents must request leave of absence through the attendance page on the school website:

(<https://forms.gle/oSh2KjQ2kQkD6PFR7>)

All holidays taken during term time will be recorded as unauthorised and the London Borough of Hounslow will be notified, please see (Appendix A)

Management of Lateness

Good punctuality is essential for successful learning and shows respect for the whole school community. Learning begins as soon as the school day starts, so arriving on time helps students settle quickly and make the most of every lesson. Parents and carers are responsible for ensuring their child arrives at school on time each day. Regular lateness disrupts learning, both for the student and their classmates, and can have a negative impact on academic progress. Developing good punctuality also helps students build positive habits that will benefit them throughout their education and future employment.

AM - Registration – 8:40

PM – Registration – 13:30

School Action Flow Chart:

97% - 100%	Expected Attendance
95% - 96%	We would be concerned at this level and the Form Tutor will discuss attendance with the child. – Under 95 Letter will be sent.
Below 95%	This is a cause for concern and would lead to an intervention by the Head of Year
Below 90%	This is a serious cause for concern, resulting in a possible Attendance Support Plan.
No Improvement	Referral to SASS – School Attendance Support Service.

Attendance Support Plans are implemented to formalise a personalised plan of action for a student. All medical diagnoses that impact a child's attendance, are to be documented on the attendance support plan and where necessary a care plan attached.

Safeguarding must be at the forefront of all decision making when implementing an Attendance Support Plan.

After above actions have been implemented a referral to The SASS Team may be completed. This referral is to evidence all action plans, support and communication with parent/carer.

Stage	Threshold / Trigger	Intervention and Actions	Lead Staff
Stage 1 – Initial Monitoring	Attendance falls below 95%	• Form Tutor begins monitoring and early intervention. • Previous attendance concerns are shared with the Form Tutor and Head of Year. Where appropriate, an attendance mentoring programme is implemented (including Year 7 transition students). • Positive home-school communication is established. • Absences continue to be authorised in line with school policy (95%-100%). • First attendance notification letter issued – Under 95%.	Form Tutor Attendance Manager
Stage 2 – Early Intervention	Attendance declines by a further two occasions (four sessions)	• Head of Year contacts parent/carer to discuss concerns. • Second attendance notification letter issued. • Student placed on an Attendance Report. • Referral to the Inclusion Team where appropriate.	Head of Year
Stage 3 – Attendance Support Plan	Attendance continues to decline despite Stage 2 intervention	• Formal Attendance Support Plan agreed with parent/carer. • Meeting held either face to face or via Teams. • Clear attendance targets, support strategies and review dates established. • Third attendance notification letter issued.	Head of Year

Stage	Threshold / Trigger	Intervention and Actions	Lead Staff
Stage 4 – Brentford Around the Family (BAF) Attendance Panel	Attendance continues to decline despite the Attendance Support Plan	• Parents/carers invited to a multi-disciplinary Attendance Panel. • Support and barriers reviewed, with further intervention agreed. • Panel may include the Head of Inclusion, Attendance Manager, Pastoral Manager, Head of Year or attached SLT member, Assistant SENDCo, Wellbeing Officer and other relevant professionals (including externals).	Brentford Around the Family (BAF) Meeting
Stage 5 – Senior Leadership Intervention	Attendance continues to decline following the Attendance Panel	• Formal meeting with the Head of School or Headteacher. • If parents/carers do not attend, concerns and next steps are communicated in writing. • Final opportunity to engage with school-led support before external escalation.	Senior Leadership Team
Stage 6 – External Referral	Attendance continues to decline despite all school interventions	• Referral made to SASS in line with statutory guidance. • Chair of Governors may meet with parents/carers to discuss ongoing concerns and next steps.	Attendance Manager Head of Inclusion

Supporting students with additional needs:

Awareness of Mental Health and Other Barriers to Attendance

- We recognise that some students may face emotional wellbeing, mental health, special educational needs or disabilities, or other personal circumstances that can make attending school more challenging. We are committed to identifying these barriers early and working with students and families to provide the right support so that students can attend school regularly and successfully.
- We understand that it is normal for young people to experience worries or periods of anxiety, for example about friendships, learning, examinations or changes in their lives. We will work in partnership with families to understand these concerns and put appropriate strategies in place to help students feel confident and supported in attending school.

- Our expectation remains that students attend school every day unless they are too unwell to do so. Where attendance is affected by ongoing emotional or mental health needs, we will work collaboratively with families and, where appropriate, health professionals and other agencies to develop a plan that supports improved attendance and wellbeing.
- Where attendance concerns continue over time, we may seek additional information from parents, carers or relevant professionals to help us understand a student's needs and ensure the most appropriate support is in place.
- Support may include pastoral mentoring, access to our wellbeing and safeguarding teams, reasonable adjustments within school, SEND support where appropriate, referrals to external services, personalised internal attendance support plans or alternative learning pathways where appropriate and EHCP provision where applicable.
- We believe that positive relationships between school, students and families are key to overcoming barriers to attendance. By working together, we can help every student feel safe, supported and able to engage fully in school life.

Use of part time timetables:

At Brentford School for Girls, our standard school week is 32 hours and 30 minutes. Any adjustment made to an individual students timetable that sees them educated on site for less than this duration (excluding time an alternative provision will be considered as a part time / reduced timetable)

Part time timetables are only to be used in exceptional circumstances and can only be referred by the school's **Whole School Attendance Lead**, with the agreement of the students' parent/carer, based on the following:

- Student has a serious medical condition that requires an emphasis on recovery time
- Student has had an extended period out of school (due to illness, bereavement, prior EHE etc.
- Student is a persistent non-attender / has been acknowledged as an emotionally based school avoider (EBSNA)

A part time timetable **CANNOT** be used as a strategy to address the following:

- As an intervention to provide respite in avoidance of a FTS or FTE
- Student is awaiting start date at a new school placement
- If requested by a parent without one of the above criteria being met

A part time timetable may only commence once approved by the Executive Head Teacher.

During the period of the part-time/reduced timetable the school will:

- Monitor the effectiveness of the part-time/reduced timetable.
- Listen to the voice of the child.
- Arrange and hold regular reviews on the agreed dates.
- Acknowledge that on a part-time/reduced timetable, the child is partly absent from school which must be recorded with code C2 on the registers even if the child completes work at home where relevant.
- Work with the parent to ensure the reintegration of the child back into full time education.
- Seek the advice of agencies as necessary with the consent of the parents.
- Consultation with the LA is to be considered for certain cases.

All Hounslow schools have a named School Attendance Support Officer (SASS), who can offer advice and strategies to parent/carers when difficulties with school attendance arise, they can be contacted through the Duty Line on 020 8 583 2622

Changing School / Leavers/ EHE (Elective Home Educate)/CME (Children Missing Education)

- Parents who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education).
- If a student moves school, parents/carers should inform the school as soon as possible. A student will not be removed from the school roll until the following information has been received and investigated:
 - the date the student will be leaving the school and confirmation that they have started at a new educational establishment.
 - the address of the new school;
 - a new home address if appropriate.
- The student's school records will then be sent to the new school, once we have received confirmation that the student is officially on their school roll. In the event that the school has not been informed of the above information or the student has moved out of the borough the family will be referred to the local authority/ Children Missing Education Officer (CME).

Elective Home Education

Where parents choose to educate their child at home, the school will work closely with the London Borough of Hounslow and fulfil its responsibilities in line with current legislation and Department for Education guidance.

The decision to electively home educate must always be made freely by parents. The school will never encourage or pressure parents to remove their child from roll to avoid exclusion, improve attendance figures or for any other reason. Where attendance is a concern, we will work with families and the local authority, where appropriate, to identify barriers to attendance and provide suitable support before considering any alternative option

The School Admission Register:

The school admission register, sometimes known as the ‘the school roll’, will be maintained in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Use of attendance coding:

The Executive Headteacher / Head of School will ensure that an attendance register for all students on the school roll is taken twice a day: once at the start of the morning session and once during the afternoon session. A number of codes are used to record each student’s attendance/absence:

Code	Full Name	Description & Usage Guidelines
1. Present in School (Counted as Present)		
/	Present (AM)	Present in school during morning registration.
\	Present (PM)	Present in school during afternoon registration.
L	Late Arrival	Late arrival before the register has closed.
2. Approved Educational Activity (Counted as Present)		
B	Educated Off Site	Off-site supervised educational activity approved by the school.
K	LA Education Provision	Education provision arranged by a local authority, rather than the school.
P	Approved Sporting Activity	Approved sporting activity supervised by someone authorised by the school.
V	Educational Trip	Residential trip or strictly educational trip arranged by an approved organisation.
W	Work Experience	Approved educational work experience placement arranged by LA or school.
3. Authorised Absence (Counted as Absent)		
C	Other Authorised Absence	Leave of absence granted for exceptional circumstances.
C1	Regulated Performance	Absence for a regulated performance or employment abroad.
C2	Part-Time Timetable	Pupils attending on an agreed part-time timetable.

E	Excluded / Suspended	Excluded but on roll (up to the 6th consecutive day of fixed/permanent exclusion).
I	Illness	Absent due to illness (general or non-specific).
J1	Interview	Leave granted to attend an interview for employment or higher education.
M	Medical / Dental	Medical or dental appointment that could not be made outside school hours.
R	Religious Observance	Absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave granted to Year 11 pupils for public exams.
T	Traveller Absence	Occupational travel agreed with school for Roma/Gypsy/Traveller families.
4. Unauthorised Absence (Counted as Absent)		
G	Family Holiday (Unauthorised)	Holiday not authorised by the school or more than agreed period.
N	No Reason Provided	Reason for absence not yet provided (temporary code; change to O if unverified).
O	Unauthorised Absence	School is not satisfied with the reason given for absence.
U	Late (After Register Closes)	Arrived after registration window closed (counts as unauthorised absence).
5. Administrative & Uncounted Codes (Does Not Affect Attendance Figures)		
D	Dual Registration	Registered at another school/PRU and attending there during this session.
Q	Lack of Access / Transport	LA failed to provide required home-to-school travel, or distance exceeds walking limits.
X	Non-Statutory School Age	Sessions non-compulsory school-age children (early years < 5 yrs) are not expected to attend.
Y1	Transport Unavailable	Absence due to regular school transport not being available.
Y2	Travel Disruption	Widespread disruption to travel preventing attendance.
Y3	Partial School Closure	Part of the school is closed.
Y4	Unexpected Whole Closure	Unexpected whole school closure (e.g., emergency/unplanned).
Y5	Criminal Justice System	Pupil involved in the criminal justice system.
Y6	Public Health Guidance	Absence due to statutory public health guidance or law.
Y7	Unavoidable Cause	Any other unavoidable cause preventing attendance.
Z	Pupil Not on Roll	Setting up registers in advance of pupils officially joining.
#	Planned School Closure	Whole/partial closures known in advance (e.g., INSET days, polling station).

School Absence

Term Time Leave!



**London Borough
of Hounslow**

Term Time Leave!

There are 190 school days a year and the expectation of schools and the Local Authority is that children of statutory school age who are on a school roll, attend school every day the school is open.

That means there are 175 days remaining, for you to use for appointments, celebrations, birthday treats, events, and family holidays.

There may be some acceptable occasions where a child is not able to attend school, such as when they are too ill or has a medical appointment which cannot be held outside of school hours.

Taking a child out of school on Term Time Leave is not an acceptable reason to be absent from school. Parent/carer's do not have an automatic right to take their child out of school on Term Time Leave.

There is a clear statistical link between irregular school attendance and educational achievements. Absence from school has a disruptive effect on the pupil and the whole class. Each day a child is absent from school they miss out on the valuable education and planned teaching time, and their daily routine is disrupted. This may lead to a risk of falling behind academically, underachieving, and social isolation. Regular attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

Regular school attendance is important for all aspects of a child's life not just because it is law. Parent /carer's, school staff, Local Authorities and all other services must work together to improve school attendance to reduce unauthorised absence to ensure that each child is getting the fulltime education to which they are entitled.

Warning

Regulations state that Headteacher's cannot grant a leave of absences to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

An exceptional circumstance is an unavoidable event, such as an emergency that can't normally be planned for in advance. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Each application will be considered by the Headteacher on a case-by-case basis; however, the Local Authority strongly advise Headteacher's against authorising Term Time Leave as school absence must be kept to an absolute minimum.

The Headteacher will write to the parent/carer warning them that the leave has not been approved. All periods of leave that have not been agreed by the Headteacher and is still taken, will be shown as unauthorised absence and will affect your child's levels of attendance.

Where a child has failed to return to school on the agreed date, they may be at risk of being removed from the school roll. The parent/carer would need to reapply on their return. There is no guarantee that they will receive a place at the same school.

School's will refer all cases of unauthorised Term Time Leave to the School Attendance Support Service (SASS), where checks will be conducted to identify if there is a history/patterns of unauthorised leave. A Penalty Notice Warning Letter will be issued for a first period of unauthorised leave taken. The letter warns of the risk of being issued with Penalty Notices or prosecution if further unagreed leave/absence occurs. It is hoped that the warning will discourage any further periods of leave being taken and avoid the need for further action.

The Law

The Law states that all parent/carers have a legal responsibility to ensure that their child gets a full-time education that meets their needs (for example if they have a special educational need).

Children must receive an education whilst they are of statutory school age, between the school term after their 5th birthday, and the last Friday in June in the school term in which they turn 16 years old.

You can choose to teach them yourself (Elective Home Education EHE), or you can enrol your child at a school, either way guidance is very clear that every child is entitled to a fulltime education. You can be prosecuted for failing to ensure your child is receiving that education.

The word 'regular' in relation to school attendance, is in accordance with the rules applied by the school meaning a child is expected to attend every day the school is open unless leave of absence has been granted by the Headteacher.

All schools are required to have an Attendance Policy which is on their school website and clearly sets out the school expectations, processes, and the need to keep all absences to an absolute minimum.

Regular and punctual attendance at school is a legal requirement and is essential if pupils are to maximise their educational opportunities.

Schools are responsible for monitoring all absence, with particular focus given to pupils who are missing 10% or more of school, those are classified as persistent absentee's and those missing 50% or more of school are classified as severely absent. As defined by the Department for Education and Skills (DfE),

Penalty Notices

Penalty Notices are issued in line with the Education (Penalty Notices) (England) Regulations 2007 as amended, and reflect changes to the law introduced in 2024, set out in the DfE National Framework and the London Borough Local Code of Conduct. Penalty Notices are intended to prevent the need for court action.

A penalty notice can be issued to each parent liable for the offence or offences. They are issued to the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

Penalty Notices for a first offence are £160 per parent per child. Parents have 28 days to pay the full amount. If paid within 21 days, the fine is reduced to £80 per parent per child. Penalty Notices for a second offence are £160 per parent per child. Parents have 28 days to pay the full amount.

There is a national limit of 2 Penalty Notices that can be issued to a parent for the same child within a rolling 3-year period. Once 3 years has elapsed since the first penalty notice a further penalty notice can be issued if appropriate, but in most cases, it will not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

There is no right of appeal against a penalty notice.

In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be considered. This will often include prosecution.

Under existing legislation parent/carers commit an offence where they have failed to ensure the regular attendance of their child/children, legal action will proceed under section 444(1) and (1A) of the Education Act 1996.

Where parent/carers are found guilty they will receive a criminal record, which must be declared to their employer as well as being at risk of receiving much higher fines, community orders, rehabilitation orders or probation. This may affect your current and future employment.

If you require advice, please contact

School Attendance Support Service

SASS Duty 0208583 2622

(08:30am – 4:30pm)

SASSDuty@hounslow.gov.uk

**Hounslow House
7 Bath Road
Hounslow
TW3 3EB**



**London Borough
of Hounslow**

