Date: September 2026
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Responsibility: TH/KP

FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Attendance Policy and Registration Procedures

This policy applies to the whole school, including the EYFS

Policy statement and aims

School attendance is critical to academic success and social and emotional development. Children with poor attendance tend to achieve less in both primary and secondary school, with a cumulative effect. Regular or persistent absence can also indicate a pupil welfare issue. We ask parents to familiarise themselves with this policy, and to help us to promote the standards of attendance and punctuality which are essential for an orderly school environment where all pupils can get the maximum benefit from their education.

Our aims are:

- To develop and maintain a whole school culture that promotes good attendance
- To ensure, as far as possible, that every pupil can benefit from and make their full contribution to the life of the school
- To build strong relationships with families, encouraging them to take an active role in promoting good attendance and punctuality
- To respond proactively to non-attendance and/or lateness in a proportionate and targeted way
- To work closely with pupils, their families and, if appropriate, the local authority where attendance becomes a concern

We expect the highest standards of attendance and punctuality, reflecting our commitment to wellbeing and achievement. Our minimum target is 98% attendance for every child, and we appreciate the support you give us in ensuring your daughter is present whenever she is well enough to attend.

Registration is required by law at the beginning of each morning session and during the afternoon. The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a pastoral, welfare and health and safety matter for the school to know when pupils are or are not on the premises.

We are aware that at times, absence due to illness is unavoidable and necessary but regular and punctual attendance at school is both a legal requirement and crucial to your daughter's achievement. Over the course of a year, where a pupil's attendance is below 90%, it is the equivalent of missing 19 days of school (nearly 4 weeks or 114 lessons per year). We expect the highest standards of attendance and punctuality, reflecting our commitment to wellbeing and achievement.

Key contacts

The senior leader with overall responsibility for attendance at the school Senior Attendance Champion) is Taiana Hathway (Deputy Head Pastoral) email t.hathway@bro.gdst.net. For day-to-day attendance matters in the senior school, please contact your child's form tutor or the relevant Head of Year. For day-to-day attendance matters in the junior school contact Kelly Powell (Deputy Head Pastoral of Junior School).

Regulatory framework

This policy meets the school's responsibilities under the Education and Skills Act 2008, the Education (Independent School Standards) Regulations 2014, and the School Attendance (Pupil Registration) (England) Regulations 2024.

The school has regard to the following statutory guidance and advice:

- *Working together to improve school attendance* July 2026
- *Summary table of responsibilities for school attendance* August 2024
- *Children missing education* September 2025
- *Keeping children safe in education* September 2026
- *Early Years Foundation Stage Statutory Framework 2026*

How the school promotes good attendance

- Good attendance is established as part of the school's culture, reflected in both strategic planning and day-to-day systems and processes
- We set high expectations for the attendance and punctuality of all pupils and communicate these regularly and effectively to pupils and parents
- The school provides a safe, welcoming and stimulating learning environment
- Staff are supportive and approachable
- Data is used proactively to spot and address problems at the earliest possible stage.

Partnership with pupils and parents

What the school expects of pupils:

- That pupils attend regularly, punctually and ready to learn
- That pupils are prepared for the day with appropriate equipment e.g., P.E. kit
- That pupils or parents of Junior School pupil, tell a member of staff if there is any problem which may discourage or prevent them from attending school

What the school expects of parents/carers:

- To fulfil their legal responsibility to ensure that their child attends every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for absence in advance from the Head
- To notify the school of any absence or delay as soon as reasonably possible and to provide an explanation for this
- To arrange medical and dental appointments out of school times wherever possible
- To arrange holidays out of school term time
- To make any application for authorised leave of absence at the earliest opportunity and at least **3 days** in advance
- To speak to relevant members of staff if they know of any problem which may affect their child's attendance or punctuality
- To cooperate with the school to improve attendance or punctuality if it has been raised as an issue

What parents/carers can expect from school:

- A school culture that promotes good attendance
- Efficient and accurate recording and monitoring of attendance
- Regular communication with parents/carers including reporting of attendance via Firefly and interim reports.
- First day contact with parents/carers when absence is unexplained
- Prompt action when a problem has been identified
- Liaison with the local authority to assist and support families where needed

School Roles and Responsibilities

GDST and School Governing Board

- Maintain an overview of attendance through termly reports
- Regularly monitor, review and challenge attendance data
- Review and support school interventions

Head

- Has overall responsibility for attendance within the school, including implementation of this policy
- Authorises exceptional leave of absence
- Reports to the GDST and governors on attendance

Senior Attendance Champion

- Is the nominated senior leader with responsibility for attendance across the school
- Ensures everyone works together to create a school culture that promotes good attendance
- Regularly monitors and analyses attendance data against a range of metrics

- Establishes and maintains effective systems for tackling absence, evaluating these at regular intervals
- Alongside the pastoral team, delivers targeted intervention and support to pupils and families
- Provides advice and support to school staff regarding attendance and punctuality issues
- Liaises with the local authority

Head of Junior School/Prep

- Regularly monitors and analyses attendance data against a range of metrics in the junior school / prep
- Establishes and maintains effective systems for tackling absence in the junior school / prep
- Alongside the pastoral team, delivers targeted intervention and support to pupils and families in the junior school / prep
- Provides advice and support to staff in the junior school / prep regarding attendance and punctuality issues

Designated Safeguarding Lead

- Becomes actively involved and leads where attendance is also a safeguarding issue

Attendance Officer

- Receives, updates and maintains accurate class registers in line with the School Attendance (Pupil Registration) (England) Regulations 2024
- Maintains the SIMS attendance database
- Meets with the Senior Attendance Champion to report on individuals, patterns or tends of concern
- Makes contact by telephone call with parents/carers when a pupil is absent and written notification has not been received
- Runs a daily report of any missing marks and follows these up with teachers and pupils
- Runs a weekly report of any unauthorised absences and shares and follows these up with Heads of Year/Deputy Head Pastoral in the JS
- Liaises with the Head of Year and Designated Safeguarding Leads when a vulnerable pupil is absent
- Provides reports from the attendance database for the Head, Senior Attendance Champion and other school staff, SGB, and/or local authority officers as requested

Heads of Year – Senior School

- Promote good attendance and punctuality within the classroom and the school
- Analyse attendance data by individual, key group and by form group

Form Tutors (senior)/Class teachers (junior/prep)

- Promote good attendance and punctuality within the classroom and the school

- Accurately mark the am and pm register using appropriate codes, in line with the School Attendance (Pupil Registration) (England) Regulations 2024. This includes those pupils of non-statutory school age.
- Look out for trends or patterns and liaise with the Head of Year or School Senior Attendance Champion/Head of Juniors if any concerns arise
- Deliver targeted intervention and support as appropriate

Leave of absence

Leave of absence can only be authorised by the Head and may only be permitted in exceptional circumstances. Parents should submit their request to the Head no later than three days prior to the date of absence. If an absence is authorised in advance parents will be notified and an absence note will not be required on return.

Action on school absence

It is the parents' responsibility to email or telephone the school concerning the reason for a pupil's absence on the **first day of absence** and to provide such further information as may be required. Parents can call the main office or email the school. For senior school pupils parents should email: attendance@bro.gdst.net For Junior school pupils parent should email attendancej@bro.gdst.net . If the school is not notified of a pupil's absence the absence will be investigated and a call will be made to parents. Parents are informed if absences are recorded as unauthorised. The school will remain in contact with parents on a regular basis until the student returns. If a pupil is absent for 5 or more consecutive days the school will request a medical note.

We do not provide work for pupils who take unauthorised absence or who are too ill to attend school to allow them time to recuperate. Subject teachers will help them catch up on their return if necessary. If an absence is planned in advance and authorised, the pupil/parent must approach individual members of staff for guidance. In the senior school, if an absence occurs, it is the responsibility of the pupil to make up any lost work.

Monitoring and analysing attendance data and addressing issues

The school has systems to track absence and reasons for absence at an individual level and by cohorts or groups. Analysis includes lesson as well as school attendance, and punctuality both for am and pm attendance and for lesson attendance. The data is monitored and analysed regularly and over a range of time periods (short term/half termly/termly/annually) to trigger early intervention to address issues, trends or patterns. Attendance is a safeguarding matter and concerns regarding attendance will be considered alongside wider safeguarding and welfare indicators.

Attendance thresholds and typical interventions *(please note some steps do not apply to Junior pupils):*

Below school target	Below 98%	Senior School form tutor discussion with pupil where attendance falls between 95-98% Junior School class teacher discussion with parent where attendance falls between 95-98%
At risk of persistent absence	91-92%	Flagged at pastoral meetings, discussion between teacher/form tutor and parents. Head of Year/Phase Leaders email home where attendance falls between 90-95%.
Persistent absence	90% or less	Letter home, pastoral meeting to discuss appropriate targeted support. Referral to Bromley Education.
Severe absence	50% or less	More intensive support including referral to external services.

All measures will be regularly reviewed and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place. Persistent or severe absence is always treated as a potential safeguarding risk.

Pupils with individual needs

Whilst punctuality and good attendance is an expectation for all pupils at the school, we recognise that this may be more of a challenge for some pupils, such as those with special educational needs or disabilities, those suffering from long term medical conditions or mental health issues, or young carers. The school will allow for these circumstances when working with such pupils and their parents and will make reasonable adjustments / develop individualized support approaches as appropriate to meet their specific needs. If a pupil has an EHCP, the school will communicate with the local authority if attendance falls or becomes problematic.

The school is committed to supporting pupils who may be absent because of Emotionally Based School Avoidance. Where a pupil is missing school because of EBSA, the school will work closely with professionals supporting the child and the family as it takes a team effort to help the child find a way back into full-time education.

Persistent or severe absence

Where absence or a pattern of absence appears to be at risk of becoming problematic, the school will meet with the parents to discuss how to support the pupil and remove barriers to attendance where possible. This may include referrals to external services and other organisations. These actions will be regularly reviewed and stepped up if there is no improvement to the situation. Where a whole family response is appropriate, this is likely to include a voluntary early help assessment. Ultimately if voluntary support is not effective the school will work with the local authority to put more formal measures in place. Persistent or severe absence is treated as a safeguarding risk.

Reporting to the local authority

The school has a statutory obligation to inform the local authority of the full name and address of any pupil of compulsory school age who fails to attend school regularly or has been absent unauthorised for a continuous period of 10 days or more.

The school must also inform the local authority of the full name and address of any pupil of compulsory school age who has been recorded as ill and the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

Returning to school

On her return to school, parents must supply a note to the pupil's form tutor/class teacher indicating the cause of the absence. If this is not provided the absence will be investigated and recorded as unauthorised.

It is the responsibility of the pupil to make up any work missed through absence. Sometimes a pupil who has been absent for some time finds it difficult to return. In such circumstances the school will work with the pupil and parents to support reintegration.

Remote education

The school may, in very limited circumstances, provide remote education to enable pupils who are well enough to learn but not well enough to attend in person, to keep pace with their education. Such arrangements must be mutually agreed by the school, parents or carers, and if appropriate a relevant medical professional, and will normally be time limited.

Pupils who are absent from school but receiving remote education still need to be formally recorded as absent on the register using the most appropriate code. The school will keep a separate record of and monitor the pupil's engagement with remote education.

Part-time timetables

In certain exceptional circumstances, where it is in a pupil's best interests, there may be a need to provide a pupil with a temporary part-time timetable to meet their individual needs. Any such arrangement will:

- Be agreed between the school, the pupil and the parent the pupil normally lives with
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan
- Have regular review dates and a proposed end date to ensure it is only in place for the shortest time necessary
- Be discussed with the local authority if the pupil has an education health and care plan.

Reasons for absence

Illness
Parents are requested to inform the school on the first day if their daughter is ill. The school notifies parents if a pupil is ill and needs to go home during school hours.

Medical and Dental Appointments
Routine visits to the dentist, optician etc., should be arranged during school holidays or out of school hours. Authorisation for medical and dental appointments can be given in an emergency or other unavoidable circumstances. Notification of appointments e.g., appointment card and hospital letter should be sent in and recorded.

Bereavement
It is helpful if we are informed of family bereavement so that we can offer students sympathetic support. Absence under such circumstances will, of course, be authorised.

Religious Observance
Absence can be authorised on a day exclusively set apart for religious observance by the religious body to which a pupil's parents belong.

Family/Domestic Problems
Looking after other children, minding the house, or shopping within school hours are not acceptable reasons for absence under the law.

Special Occasions
Exceptional occasions may be sanctioned through authorised absence. Such events might include a sibling's graduation or family wedding. Attendance at celebrations for wider family members will be considered unauthorised. Attending sports events or concerts are not sufficient cause for authorization.

Holidays
Holidays in term time are very strongly discouraged and will normally be recorded as unauthorised.

Study Leave

Study leave may be authorised during the official examination period for Years 11 and 13 only. A letter is always sent to parents before study leave commences. Parents are asked to note carefully the dates on which study leave commences.

Although most pupils prefer to study at home during examination periods, there are always study facilities available in school for those who wish to work in school. Pupils must sign in and out at the office. Authorisation for absence for studying will not be given for periods outside those indicated to parents.

Study leave is a privilege which may be withdrawn if a pupil seems unlikely to use the time profitably.

Work Experience
Pupils in Years 12 and 13 are encouraged to gain work experience during the school holiday periods. In addition to this there may be a period of work experience for specific year groups scheduled on the school calendar.

SIXTH FORM

It is important to note that at Bromley High School, sixth formers are registered as every other pupil. Sixth formers must attend school every day, arriving in time for morning registration and remaining in school until 3.45pm. Sixth formers are permitted to leave the school site during lunchtimes but must sign in and out at the office. Regular appointments, driving lessons etc. should be scheduled outside of school hours unless there are exceptional circumstances. Should a pupil be unable to attend school, parents/careers should notify the school in the usual way.

Open Days
Sixth Form students are expected to visit Universities and Colleges during weekends and school holidays. However, a maximum three Open Days may be attended during term time if appropriate letters requesting authorisation for absence are brought in.

Interviews
Sixth formers must, of course, attend interviews at Universities and Colleges during dates allocated by the institutions. It is essential that they keep their Form Tutors informed of these dates.

Bromley High School Registration procedures

Punctuality

Pupils are expected to be punctual at all times**.** If a pupil is late for registration, she must register with her form tutor if possible. Otherwise, she must report to reception and inform a member of staff at the front office of her arrival. They will oversee the signing in process via the InVentry system and input the appropriate code. If a pupil fails to sign in, the school will assume she is absent. Lateness without reasonable cause or explanation from a parent will be deemed to be unauthorised absence.

Absence and Attendance Codes are as per the standard codes issued by DfE and used in SIMS.

Registration Times:

	EYFS and Prep	Hawthorns	Senior School
Morning	08.35 in form rooms	08.35 in form rooms	08.35 in form rooms*
Afternoon	1.55pm in lesson***	1.55pm in lesson****	1.55 – 2.05pm in form rooms**
End of day	3.10pm in form rooms	3.30pm in form rooms	

*A pupil is to be marked late if they arrive after 08.45
** A pupil is to be marked late if they arrive after 14.00
*** Pupils will need to be informally registered as they come in from lunch break at 1.10
**** Pupils will need to be informally registered as they come in from lunch break at 1.30

Responsibilities of Form Teachers

EYFS and Junior School	Senior School
Planned non-medical absence should be notified in advance to the Headmistress via letter or email. Planned medical, dental and orthodontist absence should be notified in advance and form teachers should forward any letter, email, or appointment card to the Junior Head and the school office. The form tutor or office must enter planned absences in SIMS with a comment stating the time of the appointment. Reported absence for illness on the day via email or telephone call should be entered on SIMS with a comment stating the reason. The form teacher should acknowledge the communication and alert the office who will populate the register with the correct code.	Planned non-medical absence should be notified in advance to the Headmistress via letter or email. Planned medical, dental and orthodontist absence should be notified in advance and form teachers should forward any letter, email, or appointment card to the Head of Year and the school office. The tutor or office must enter planned absences in SIMS with a comment stating the time of the appointment. Reported absence for illness on the day via email or telephone call should be entered on SIMS with a comment stating the reason. The form teacher should acknowledge the communication and alert attendance who will populate the register with the correct code.
Copies of absence notes, appointment cards, notes in planners etc must be passed to the office for filing on the day of receipt.	Copies of absence notes, appointment cards, notes in planners etc must be passed to the office for filing on the day of receipt.
Tutors must ensure the attendance register is	Tutors must ensure the attendance register is

complete each week by following up any missing or unexplained marks.	complete each week by following up any missing or unexplained marks.
Look for patterns of absence from school and lessons which could indicate other issues	Look for patterns of absence from school and lessons which could indicate other issues
Ensure that any unauthorised absence is explained by contacting parents. **There must be no Ns or Missing Marks in the register.**	Ensure that any unauthorised absence is explained by contacting parents. **There must be no Ns or missing marks in the register.**
Inform the Deputy Head (Pastoral) or Junior Head if absence of 5 days remains unsupported by a medical certificate.	Inform the Deputy Head (Pastoral) if absence of 5 days remains unsupported by a medical certificate.
Look for patterns of lateness which should be referred to the Phase Leader in the first instance.	Issue tutor detentions for lateness (3 "lates" in any one term) and look for patterns of lateness which should be referred to the HOY.

Junior School and Senior School tutors, please refer to the form tutor handbook for full details and expectations of the role.

Subject Teacher Responsibilities

- Any teacher or peripatetic staff running a pre-school club or lesson must register the pupils in their care and forward this list to the office by 9.00 on the same day.
- Staff taking pupils on school visits, fixtures or trips must forward a list of attendees to the school office. A register must be taken on the morning of the visit and any absences reported back to the office immediately.

Senior School subject teachers:

- Record class session attendance on SIMS and follow up absence by checking against SIMS or consulting absence lists.
- Record lateness to lessons and annotate the register accordingly
- Look for patterns of absence from lessons and report these to the HOY and HOD
- Work for unauthorised absence will not be set or marked and there is no expectation on teachers to offer individual catch-up sessions.

Junior School non-class teachers

- As per Supervision Policy, younger pupils are escorted to a new teacher or a handover is made with the class teacher in their room and absence is made known.
- Any teacher not receiving a handover from the previous member of staff should take a register and confirm any absences.

Administrative Staff Responsibilities

EYFS and Junior School Admin staff only	**Senior School administrative staff only**

Contact parents to ascertain the reason for absence on the first day of unexplained absence, including those of non-statutory school age in the School's Nursery. *NB: if no contact can be made to ascertain the reason for absence the Missing Pupil Policy must be put into operation*	Contact parents to ascertain the reason for absence on the first day of unexplained absence. *NB: if no contact can be made to ascertain the reason for absence the Missing Pupil Policy must be put into operation*
Make a note of any phone calls reporting absence and amend on SIMS.	Make a note of any phone calls reporting absence; amend on SIMS.
Register any child arriving late on SIMS	Register any child arriving late on SIMS
Check the Junior School signing out book is completed by parents on early collection	Verify that Senior School girls signing out early have parental authorisation to do so.
In the JS, the walking home unaccompanied register is signed by the pupil on leaving and admin staff check they have the correct parental authorisation.	Ensure that no girl leaves the school without signing out via reception using the InVentry system. If the appointment is unauthorised, parents must be telephoned to authorise absence before the girl leaves the premises.
Take fire registers to the mustering point in the event of a fire alarm sounding.	Take fire registers to the mustering point in the event of a fire alarm sounding.
Produce a back-up report each month and retain for 3 years in accordance with School Attendance (Pupil Registration) (England) Regulations 2024.	Produce a back-up report each month and retain for 3 years in accordance with School Attendance (Pupil Registration) (England) Regulations 2024.
Produce a weekly cumulative attendance report for the Deputy Head (Pastoral) Junior School.	Produce a weekly cumulative attendance report for the Deputy Head Pastoral.
Amendments to the register must show the original and amended entries, the reason for amendment and the name of the person making the amendment.	Amendments to the register must show the original and amended entries, the reason for amendment and the name of the person making the amendment.

Pupil Responsibilities

EYFS and Junior School pupils	**Senior School pupils**
Pupils arriving late to school should report to reception to sign in.	Pupils arriving late to school should report to reception to sign in and proceed to form period or their lesson if after 9.00am.
Ensure that form tutors are informed in advance of all planned absences, although this is usually via parents in the Junior School.	Ensure that form tutors are informed in advance of all planned absences.

Junior school pupils must go to the school office and meet their parent/s/carer who will sign them out at the school office.	Ensure that they sign via the school office if leaving for a planned absence and inform a member of the office staff before they leave who will check that the absence has been authorised. Girls must **not** sign themselves out if they are ill or telephone home to request collection without authorisation from the school nurse or a member of the SLT.

Registration and Fire Evacuation Procedures (Please refer to the Emergency Evacuation Procedures) In the event of the fire bell sounding, administrative staff should bring form lists for HOYs and Phase Leaders to disseminate to the form tutors to register their form. An absence list for each form is then generated which is checked against the late book, signing out book and absence report from SIMS. Any unexplained absences from the mustering point must be checked by the Form Tutor