



**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

ATTENDANCE INFORMATION FOR FAMILIES



At Bromstone, we are committed to helping every child achieve their full potential. Regular attendance and punctuality are essential to ensuring that every pupil can make the most of their learning, build confidence and achieve their best.

Being in school regularly gives children the opportunity to develop positive relationships, build friendships and feel a strong sense of belonging within our school community. Every day in school matters.

We want every child to attend school every day and arrive on time, ready to learn. We understand, however, that families can sometimes face difficulties which may affect attendance or punctuality. If this happens, please talk to us. We will work together with families to understand any barriers, find solutions and provide support wherever possible.

Together, we can help every child attend regularly, arrive on time and thrive at Bromstone.

OUR EXPECTATIONS



For our pupils:

- To attend school regularly
- To arrive at school by 8:45am
- If arriving late, to report to the school office, with their parent/carer so that the reason for lateness can be recorded

For our parents and carers:

- To ensure that their children arrive at school every day by 8:45am
- To inform the school if their child is absent, and why, on the first day of illness and provide an update on each subsequent day of absence – this can be done by phone, email or 'Arbor in app messaging'
- To let the school know if there is a problem with their child attending school, so we can offer support and endeavour to find a solution
- To arrange medical appointments outside of school hours where possible

96% or higher = GOOD ATTENDANCE

This is 7.5 days absence or less across the school year.

90.1 - 95.9% = ROOM FOR IMPROVEMENT

This is 18 - 8 days absence across the school year.

90% and under = CAUSE FOR CONCERN

or "PERSISTENTLY ABSENT"

(as classified by the Department for Education)

This is 19 days absence or more across the school year.

We are required to keep attendance records which are legal documents and we must record the reason for any child's absence. All parents are asked to contact the school if their child is absent. This can be done by telephoning the school office on 01843 867010, leaving an answer phone message or sending an email to: office@bromstone.kent.sch.uk, alternatively you can also use the In app message option on the 'Arbor' app

If no notification is received about an absence on the first day, the parent/carer will be contacted. Please be aware it is part of our school's Attendance Policy that our FLO/Wellbeing Team will carry out home visits where appropriate.

COMMUNICATION



The school will regularly inform parents about their child's attendance and absence levels - all parents have access to their child's registration certificate and attendance percentage via the Arbor app.

At the end of Terms 2 and 4, the school will send out an attendance report for all children that provides your child's attendance percentage and other information. Attendance percentages are also discussed at parents' consultations, where appropriate.

PROMOTING GOOD ATTENDANCE



As a school we encourage and reward good attendance and punctuality in the following ways:

- Weekly celebration assemblies for best class attendance
- Attendance award trophies for the classrooms
- Attendance badges are presented to children with 100% attendance over a term

Our rewards are reviewed regularly to introduce new ideas if necessary and to ensure their effectiveness.

SUPPORT

We understand that challenges can sometimes affect a child's attendance or punctuality. If a child is regularly late or absent, we will contact parents/carers to discuss concerns and work together to improve attendance.

Attendance is monitored weekly to identify patterns of absence or lateness and provide early support. We also take guidance from our School Liaison Officer, who is part of the Local Authority's Inclusion and Attendance Service.