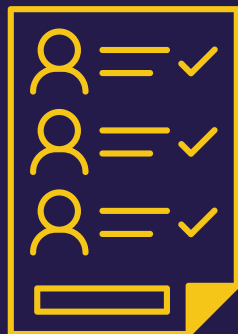


Borden Grammar School

Parent Attendance Policy Summary



Regular school attendance is one of the best ways to support your child's success. Children who attend consistently achieve better grades, build good habits, make friendships and feel more confident. Even two absences each month can disrupt learning and progress, so every day in school makes a difference.



Reporting Absences

If a student is unable to attend school (including appointments), parents/carers should report this on Arbor before 8:00am. Calls should only be made to the school if Arbor is unavailable.

Please ensure you have given a specific reason for the absence (e.g. "being sick" rather than "illness") and you share any medical evidence using the email address attendance@bordengrammar.kent.sch.uk.

If the school has not been notified of absence through the correct channels by 9.10am, the absence will be unauthorised.

First Day Contact

We have a safeguarding obligation to contact parents/carers to establish the reason for absence if we have not been provided with one through the channels above. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family.

Continuous Absence

After 3 days of absence with no contact to the school, a home visit will be made to ascertain the safety and well-being of the child and in addition to the reason for absence from school.

We have a legal duty to report the absence of any student who has been absent for 10 consecutive days without an explanation. The local authority is notified that the child is at risk of being missing from education (CME).

Frequent/Persistent Absence Procedures

We want to avoid absence wherever possible. If there are issues preventing attendance please share these with your child's Head of Year so we can put support in place. We are required to follow Local Authority guidance with regards to absence, including letters, meetings and attendance support plans.



Borden Grammar School

Parent Attendance Policy Summary



When does it become a problem and how do we help?

Percentage	School Action	Including
95-100%	Prevention	Assemblies, tutor time activities, displays
90-95%	Early Intervention	Monitoring by Head of Year, parental meetings, in-school intervention and external agencies
Less than 90%	Targetted	Monitoring by AHT Attendance and AHT Key Stage, attendance officer, external agencies (such as Local Authority School Liason Officer, Pupil Referral Units, Inclusion and Attendance Service)

What can you do?

Children should not be absent for:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reason (medical evidence will need to be provided)
- Birthdays
- Family Holidays

NHS Guidance: When To Keep Your Child Off School

There is [guidance on the NHS website](#) outlining when it is appropriate to keep your child off school. Please note, we do not advise students are kept off school for 48 hours after a stomach bug.

Supporting Your Child

- Keep a consistent bedtime and morning routine.
- Prepare clothes and school bags the night before.
- Only keep your child home if they are genuinely unwell; seek medical advice if needed.
- If your child is anxious about school, speak to staff rather than keeping them at home.
- Have a back-up plan for getting your child to school if something unexpected happens.
- Try to avoid medical appointments or trips during the school day.

