Attendance Policy (2026-2027)

Bromley Technical School (BTS)

This Attendance Policy for **Bromley Technical School (BTS)** is designed to be fully compliant with the **DfE statutory guidance "Working Together to Improve School Attendance" (updated for 2025)** and the **Independent School Standards**.

1. Statement of Intent

Bromley Technical School is committed to providing a high-quality technical education. For pupils to achieve their potential and meet the rigorous requirements of GCSE, A-Level, and Vocational qualifications, consistent attendance is mandatory. We aim for **100% attendance** and set a minimum expectation of **95%**.

2. Leadership and Governance

- **Senior Attendance Lead:** [Name of SLT Member], Deputy Headteacher, is responsible for the strategic oversight of attendance and data.
- **Attendance Officer:** The School Admin Manager manages daily registers and first-day calling.
- **Data Sharing:** In accordance with 2025 regulations, BTS shares daily attendance data with the **Department for Education (DfE)** and **Bromley Local Authority** via automated digital systems.

3. Daily Procedures and Registration

The school day begins at **08:45 AM**. Registers are taken twice daily (AM and PM sessions).

- **Punctuality:** Pupils arriving after 08:45 AM but before 09:15 AM will be marked as 'L' (Late).
- **Register Closure:** Registers close at **09:15 AM**. Pupils arriving after this time will be marked as **'U' (Late after registers closed)**. Legally, a 'U' code constitutes an **unauthorised absence** for the entire morning session.
- **First-Day Calling:** If a pupil is absent without prior notification, the school will contact parents via text, email, or phone by 10:00 AM to ensure the pupil's safety (Safeguarding Requirement).

4. Authorised vs. Unauthorised Absence

4.1 Authorised Absence

Only the Headteacher can authorise an absence. Valid reasons include:

- **Illness:** Significant physical or mental health barriers.
- **Medical Appointments:** Should be made outside school hours. If unavoidable, proof of appointment is required.
- **Religious Observance:** Maximum of 2 days per year for days set apart by the religious body.

4.2 Unauthorised Absence

Absences are unauthorised if the reason is not accepted by the school. This includes:

- Family holidays during term time.
- Birthdays, shopping trips, or looking after siblings.
- Arrival after the register has closed (Code U).

5. National Thresholds and Intervention

BTS adheres to the **2025 National Threshold for Intervention**:

- **10-Session Threshold:** If a pupil reaches **10 sessions (5 days)** of unauthorised absence within a rolling 10-school-week period, the school is legally required to consider formal intervention, which may include a referral to the Local Authority for a Fixed Penalty Notice.
- **Persistent Absence (PA):** Pupils with attendance below **90%** (regardless of the reason) are classified as Persistently Absent. A formal Attendance Improvement Plan (AIP) will be implemented.
- **Severe Absence (SA):** Pupils with attendance below **50%** are classified as Severely Absent and will be prioritised for multi-agency support.

6. Children Missing Education (CME)

The school will notify the **Bromley Local Authority** of any pupil who:

1. Fails to attend regularly.
2. Has been absent without authorisation for **10 or more consecutive school days**.
3. Is being removed from the school roll at a non-standard transition point.

7. Post-16 Attendance (Years 12 & 13)

Attendance for pupils aged 16–18 is a condition of their **Learning Agreement**.

- **Exam Entry:** Pupils whose attendance falls below **90%** may be withdrawn from external examinations (BTEC/A-Level) if they have not completed the required Guided Learning Hours (GLH).
- **Bursary Funding:** Persistent absence may result in the suspension of any student bursary payments.

8. Support for Mental Health and Anxiety

BTS recognises that "school-based anxiety" can be a barrier to attendance. In line with 2025 guidance, we will:

- Work collaboratively with families to identify triggers.
- Implement "Reasonable Adjustments" such as staggered starts or mentor support.
- Distinguish between "wilful non-attendance" and "medical/emotional barriers" before taking disciplinary action.

9. Absence Requests

Requests for leave must be submitted via the Leave of Absence Form at least two weeks in advance. Leave is only granted in **exceptional circumstances**.

Policy Last Reviewed: 1st September 2026

Next Review Date: August 2027

Contact: info@btsch.co.uk | 0208 692 4947