



BSKL Attendance Policy: Every Day Counts

Purpose

At BSKL, we believe that consistent school attendance is fundamental to academic success, a sense of belonging, and community wellbeing. This policy outlines our shared commitment to ensuring every student attends school regularly, feels safe, and is empowered to succeed.

Our Commitment In line with the "Every Day Counts" framework, we uphold the following principles:

- Every student should attend every school day unless there is a valid reason.
- Attendance is a shared responsibility among students, parents, caregivers, and the school community.
- Regular attendance enhances learning outcomes and supports students' social and emotional development and sense of belonging at BSKL.
- Early identification and intervention are key to addressing attendance issues.

Roles and Responsibilities

Students

- **Be Ambitious:** Aim for 100% attendance to maximize learning opportunities.
- **Be Resilient:** Overcome challenges that may hinder attendance.
- **Act with Integrity:** Attend school punctually and consistently.
- **Be Kind:** Support peers in maintaining regular attendance.
- **Take Risks with Learning:** Engage fully in school activities, even when faced with difficulties.

Parents and Caregivers

- Ensure children attend school daily and arrive on time at 7.45am.
- Inform the school promptly of any absences and provide valid reasons.
- Collaborate with the school to address attendance concerns.
- Foster routines that support regular attendance.

School Staff

- Monitor and record student attendance accurately.
- Communicate promptly with parents regarding absences.





- Implement strategies to promote regular attendance.
- Provide support and interventions for students facing attendance challenges.

Procedures

1. **Recording Attendance:** Teachers will mark attendance at the start of every lesson due to be completed within the first 10 minutes. Reported daily attendance will be taken from tutor registration at 7.45am and tutor registration at 2.45pm.
2. **Reporting Absences:** Parents must notify the school of absences via the correct communication channels.
3. **Monitoring:** The school will regularly review attendance data to identify patterns and intervene when necessary.
4. **Intervention:** Support plans will be developed for students with attendance issues, involving parents and relevant staff.

Monitoring and Follow-Up To safeguard every student's right to learn and thrive in school, BSKL follows a tiered intervention approach for attendance concerns:

- **Below 92% Attendance:**
 - Parents will receive a formal notification of their child's attendance record.
 - The Form Tutor will meet with the student to explore any issues impacting attendance and offer support.
- **Below 85% Attendance:**
 - The Head of Year (HoY) will take over monitoring and will meet with both the student and parents.
 - The focus will be to identify barriers to regular attendance and agree on an improvement strategy.
- **Below 80% Attendance:**
 - The Deputy Head of Pastoral will intervene. A formal meeting with parents and student will be held.
 - In collaboration with the HoY, Form Tutor, and if necessary, the School Counsellor or Learning Support, a Personalised Attendance Support Plan may be developed to address persistent or complex attendance issues.

In all cases, the nature of absences (e.g. illness, mental health, family circumstances) will be considered sensitively. The goal is to support re-engagement with school while preserving each student's sense of safety and success.

