



GLEBE SCHOOL

Attendance and Absence Policy

Our Commitment

At Glebe School, we believe regular attendance is essential for every pupil to achieve their full potential. We work to create a safe, supportive environment and partner with parents to help children attend school consistently and on time.

School Day & Punctuality

- School starts when gates open at **8:45am**. Pupils should go straight to registration, ready to begin lessons by 9am
- Morning break: 10:45 - 11:00am, lunch: 12:50 - 1:25pm
- School ends at **3:15pm**
- Late arrivals must sign in at the school office

Reporting Absence

- Parents must inform the school **before 9am** on the first day of absence via:
 - Studybugs app <https://studybugs.com/about/parents>
 - Phone: 0208 777 4540 (option 1)
 - Email: admin@glebe.bromley.sch.uk
- You must inform the school for **every day** your child is absent. If the school does not hear from you, staff will contact parents to check on the pupil's wellbeing and may conduct a home visit if contact cannot be made.

Attendance - First Day Calling Procedure if reason for absence not received

- All contacts for student are telephoned. If Parents/Carers are not available, the attendance team will leave voicemails and send Studybugs alerts and emails
- All contacts are telephoned three times.
- Once we speak with someone and a reason for absence is given First Day Calling Procedure stops.
- If no reply is received by the school, the safeguarding team will carry out a welfare check at the home address. If there is still no response, a letter will be left requesting urgent contact with the school. The school will then make a safeguarding and protection referral to Children's Social Care.

Authorised & Unauthorised Absence

- **Authorised:** Illness, unavoidable medical appointments, bereavement, religious observance, Traveller absence.
- **Unauthorised:** Holidays in term time, shopping, birthdays, truancy, unexplained absence.
- Medical evidence may be requested for absence due to illness or appointments.
- If your child reaches 10 days of absence without medical evidence or other accepted reasons, the school is required to conduct a home visit to check on your child's welfare.

- If we are unable to make contact or see your child during the visit, the school will be obliged to make a safeguarding and child protection referral.

Exceptional Circumstances

- Absence may be authorised for transport issues, extreme weather, or significant events impacting school access
- Requests for planned absence must be submitted in advance using a leave request form and will be considered at the Head teacher's discretion.
- Retrospective requests cannot be authorised

Support for Pupils with SEND or Health Needs

- The school makes reasonable adjustments to support pupils with SEND or health conditions, including mental health challenges when medical evidence is provided
- Tailored plans, phased returns, and pastoral support may be used to help pupils attend school successfully

Persistent Absence & Intervention

- Pupils missing **10% or more** of school are classed as persistently absent
- The school will work with families and external agencies to identify barriers and provide support
- Education Welfare Officers may become involved if attendance does not improve

Working with Parents

- Parents are responsible for ensuring their child attends school regularly and punctually.
- Open communication is encouraged to discuss attendance concerns and to access support where needed.
- The school monitors attendance closely and keeps parents informed of any concerns

Legal Duty

- Parents are legally required to ensure their child receives full-time education.
- Unauthorised absence may lead to fixed penalty notices or legal action.

Contact for Attendance Queries

- **Family Liaison Officer:** admin@glebe.bromley.sch.uk
- The FLO is the Attendance Officer and can support parents with concerns, advice, or attendance issues

Attendance Target

- 96% or above