



Attendance: A Guide for Families | September 2026

Working together for positive attendance

School matters because your child matters. Each day in school helps children feel safe, connect with friends, learn, and become more confident. We know that some children find it difficult to attend school regularly. If this is true for your child, please be assured that you will not be blamed or criticised. We will support you and work together to find a way forward.

What we ask of you:

- Contact the school before 9.00am on 01986 784235 or email info@bramfieldhouse.co.uk on each day your child is absent and tell us the reason for this.
- Attempt to book any medical appointments outside of school hours, if you are unable to bring your child in before and after.
- Please be open and honest. Tell us early if something is making school difficult for your child; transport, worries, friendships, home life. The sooner we are made aware, the sooner we can help.
- Attend meetings and work with us on any plans we agree together.

What you can expect from us:

- A dedicated member of staff who knows your child and stays your main point of contact
- A calm and welcome breakfast for every pupil, including late arrivals
- Individualised support to remove barriers: adjustments to timetables, transitions and support from the clinical team.
- We will usually accept your word when your child is ill, however we may ask for proof of appointments.
- Open, honest and supportive conversations. We all want the best for you child.

If attendance becomes a serious concern:

- You will be invited to a support meeting where we can agree a written plan outlining the actions we will take together to support your child. Where appropriate, we may involve other agencies, such as health services, family support, or the local authority, ensuring that you remain fully informed and involved throughout the process. Formal or legal interventions are considered only as a last resort by your child's home local authority and only when supportive approaches have not achieved the desired outcome. Our shared aim is to help your child attend school regularly, feel valued, and thrive as part of the school community.

Safety and wellbeing:

- All schools have a legal duty to check on children who are absent without explanation. If we cannot contact you, we may visit home or contact other services. If your child has not consistently been in school, arrangements will be made to maintain face to face contact. This is to ensure all children's safety and wellbeing.

Letters and Fines:

- If we contact you about your child's attendance, please see this as an invitation to work together, not a criticism. Our communication will explain what we have noticed, outline any support that may be available, and provide details of who you can speak to for help and advice.
- As an independent school, Bramfield House School does not issue fines for attendance. Any formal action can only be considered by your child's home local authority and only after all appropriate support and intervention options have been explored. Such action is always a last resort.
- Where a child is struggling to attend school due to anxiety, emotional distress, or another identified need, our focus is on understanding the barriers they are facing. We will work with you to put appropriate support in place, make reasonable adjustments where needed, and help your child return to school gradually and successfully.
- Our aim is always to ensure that every child feels safe, supported, and able to thrive in school.

Who you can contact:

- **Absence reporting-** 01986 784235 and info@bramfieldhouse.co.uk
- **Attendance support and safeguarding:** Carl Poppy- Designated Safeguarding Lead. Jack Gardener- Welfare Progress Manager. Zahra Jones- Assistant Headteacher of Inclusion. Inclusion Team; Lauren English and Ria Cox