

We would like to thank our school community for their support with maintaining a high levels of school attendance. Over the last two years, we have been one of the schools in Brighton and Hove with the highest attendance and consistently higher than the national average. This is something to be proud of and we thank you all for your continued support with this.

Policy Updates

The [Attendance and Punctuality Policy](#) is always available on the Attendance page of the school website. Please read and familiarise yourself with the processes in place to support good, or better levels of school attendance.

Punctuality

Registers are taken as follows throughout the school day:

- Registers are marked by 8.40am. Pupils will receive a late mark ('L' code - late) if they are not in their classroom by this time
- The register closes at 9:00am. Pupils will receive a mark of absence ('U' code – unauthorised absence) if they do not attend school before this time.
- After lunch, registers are marked within 5 minutes of returning to class from lunch. Pupils will receive a late mark ('L') if they are not in their classroom by this time, or an absence mark if they are late ('U').

Any children arriving late must enter the school via the front office with their parent/carer and the check process must be completed.

Timings of the school day

Doors Open	Doors close	Register taken	End of School Day
8.30am	8.40am	8.40am	3.10pm

Home Visits

Part of our attendance policy, as stipulated to us by the Local Authority, states that if children have been absent from school for 3 days without contact then staff may make a home visit to check in with the child. This visit is part of the school's duty of care to your child. During the visit we will discuss when the child will be returning to school as well as anything we, as a school, can do to help in this process. If for whatever reason no one is home we will leave a note as well as a follow up email to alert you to our visit.

Sickness

Children do get ill which does mean they may need to have a few days off school. The traffic light guidance below may help you decide if your child is well enough to come into school. If your child is having a regular, reoccurring medical issue please let us know. We could get the school nurse involved and hopefully address your child’s medical needs and improve their attendance. Individual Healthcare Plans will need to be devised with medical professionals contributions.

Please use the NHS guidance for further support.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

RED – STAY AT HOME

Sickness & Diarrhoea

– 48 hours must have elapsed before a child can return to school from the last episode.

AMBER – SEEK ADVICE

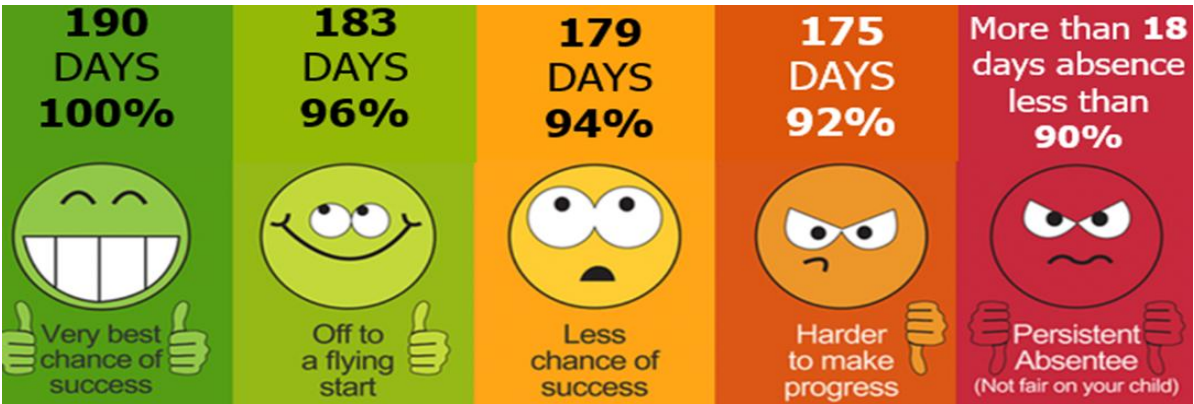
Headache, Feeling Sick, Tummy Ache, Menstrual pains

Children often feel unwell if they are feeling worried, if in doubt contact the school for advice.

GREEN – COME TO SCHOOL

Mild cough, Cold, Sore Throat, Feeling Tired

We will always contact you if your child is ill during the school day.



Attendance	
Exceptional	Attendance is 99% or higher. Always in school on time.
Good	Attendance is 96% or higher. Very rarely late to school.
Room for Improvement	Attendance falls below 96% or occasionally late to school.
Cause for Concern	Attendance is below 90% or frequently late to school.

Term time holidays

We fully understand that it is cheaper to go on holiday during term time but as a school we can only authorise an absence during term time in exceptional circumstances. A better deal or unable to take leave in holiday or work commitments, are not deemed an exceptional circumstance.

The DfE statutory guidance states that “Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation, to be an exceptional circumstance.” It also states that “a school cannot grant leave of absence retrospectively.”

The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short.

For term-time absence to be granted:

- a) Permission must be requested at least **two weeks** before the absence begins.
- b) Permission must be requested by the parent/carers who the pupil normally lives with.
- c) A parent/carers must explain by completing a Leave of Absence request form why they believe the circumstances to be exceptional and provide all necessary evidence to the school at the time the request is made.

It is the parent/carers’s responsibility to provide evidence when making the request.

If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. The school follow Local Authority guidance on this.

A term-time absence taken without the school’s written permission may trigger a Fixed Penalty Notice, which is issued by the Local Authority.

	SEPTEMBER 2025					OCTOBER 2025					NOVEMBER 2025					DECEMBER 2025					
Monday	1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29
Tuesday	2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30
Wednesday	3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Thursday	4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	
Friday	5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	
Saturday	6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	
Sunday	7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	

Key

Staff training (INSET)

First Day of School

Public holidays

Last Day of School

School holidays

Medical Appointments

We request that, where possible, routine medical and dentist appointments are arranged outside school hours as these appointments may affect your child's percentage attendance.

We do understand that some appointments, such as hospital consultations are not always possible to arrange outside of school hours. However if your appointment time allows your child to come to school for registration and then leave later this will have a positive impact on their attendance. Likewise if children are able to be back in school after their appointment this will also have a positive impact.



All requests for appointments need to be put in writing, using the school form. We request this **two weeks** in advance. If the appointment is emergency we will accept them closer to the date.

Attendance Letters

Every half term, we look at whole school attendance, including all the reasons for absence. We will contact, by letter, those parents whose child has an attendance level below 90%. The letters are written by the Local Authority and are standardised letters. Please bare this in mind if you do receive a letter and know that we, as a school are here to support. However, we have a duty to follow LA policy on attendance.

Some families will receive a call alongside this, alongside meetings with parents and possible pupil interviews.

We aim to work with parents/carers to help improve a child's attendance so that all children can benefit from being in school regularly and achieve their full potential.

We recognise that in the first term of school this could only mean one or two days off school and may be for a legitimate reason. However, we continue to do this as the process can also highlight children who are struggling to transition into their new class or children who have emerging emotional needs.

If you would like any support or advice on attendance or punctuality, please speak to Mrs Anna Mullans



**Brighton & Hove
City Council**

Fixed Penalty Notices

The national threshold for triggering a Fixed Penalty Notice is met when a pupil has been recorded as having had unauthorised absence for 10 or more sessions (5 or more school days) in a period of 10 school weeks.

One or a combination of the following codes count as unauthorised absence:

G-codes (unauthorised term-time holiday)

N-codes (no reason yet provided for absence)

O-codes (poor attendance)

U-codes (lateness after close of registration)

The first fine is £160 per parent/carers per child, if paid within 28 days, reduced to £80 if paid within 21 days.

If a second fine is issued to that parent/carers within a period of 3 school years, the fine is £160 per parent/carers per child to be paid within 28 days and there is no reduction if paid within 21 days.

A third penalty notice cannot be issued to the same parent/carers in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.

There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken. Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.

Penalty Notice Issued	£80 per parent per child
Not paid by 21st day of receipt	£160 per parent per child
Not paid by 28 th day of receipt	Parents potentially prosecuted in court

Please get in contact with the attendance team if you have any further questions or if you require any support with Attendance or Punctuality.

Anna Mullans-Inclusion Coordinator

annamullans@Cottesmore.brighton-hove.sch.uk



Kristy Braswell-Ralston-Pupil Services Manager

kristybraswellralston@cottesmore.brighton-hove.sch.uk

Your future starts at school

Attend

Aim high

Achieve



Being at school is about much more than academic success.

It's a way of...

- making friends
- learning new skills
- building confidence
- discovering your talents
- accessing support

We're here to help all pupils enjoy their time at school.



If you need support getting your child back into attending school, speak to school staff or visit www.brighton-hove.gov.uk/school-attendance


**Brighton & Hove
City Council**

Your future starts at school

Attend **Aim high** **Achieve**

School is the **key** to **future success!**



Attending school **regularly** helps to build **confidence** and develop vital **life skills**



Missing **2 days** of school each month **=** Missing nearly **3 weeks** during a school year



15 minutes late every day **=**

two weeks of learning lost each school year



Data shows pupils with more than **95% attendance** Achieve better GCSE results!

at least one grade higher!



Even **90%** attendance is still 19 days of education **lost** in a school year



We're here to help all pupils enjoy their time at school.



If you need support getting your child back into attending school, speak to school staff or visit www.brighton-hove.gov.uk/school-attendance



Schools Mental Health Service



Does your child struggle to go to school?

Regular drop-in sessions for parents and carers



Hosted by the Family Support team, the sessions are a friendly space to access information and support and meet other parents/carers facing the same challenges.

23 June 10-11.30am

Alcampo Lounge (84 London Road, Brighton BN1 4JF)

Last session this academic year. New dates – both online and face-to-face - will be announced for the new school year.

To find out more or book onto the online sessions, please email:
schoolsmentalhealthservice@brighton-hove.gov.uk or Jo Roeg: jo.roeg@brighton-hove.gov.uk