

## Bradford Grammar School Attendance Policy

**This policy applies to the Whole School (including the Early Years Foundation Stage) and is published to parents, pupils and employees.**

### Introduction

Bradford Grammar School recognises that a high level of attendance is an essential foundation to pupils achieving positive outcomes and should therefore be seen as everyone's responsibility. The link between regular attendance at school and academic attainment is well established, and Bradford Grammar School recognises that ensuring pupils attend school every day plays an important part in enabling them to succeed academically and make the most of what the School has to offer in the wider sense of curricular and co-curricular opportunities. Bradford Grammar School prepares pupils for adult working life by promoting good attendance and punctuality.

Department for Education (DfE) Guidance "Working together to improve school attendance 2024" highlights the importance of attendance including legal obligations that all parties should be aware of and is detailed below:

*The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*

*Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.*

All pupils at Bradford Grammar School should aim for 100% attendance. Where a pupil's attendance falls below 90%, this is seen as 'persistent absence'. Where a pupil's attendance falls below 50% this is seen as 'severe absence'. Attendance at school below 90% is the equivalent of missing half a year of schooling between Years 7 and 11. The negative impact on progress is measurable. Evidence shows that a pupil's progress and attainment is adversely affected if their attendance falls below 90%; national statistics indicate that if a pupil's attendance drops below 90% their GCSE attainment is likely to drop by an entire grade. In the case of any pupil whose attendance does fall below 90%, the School will contact parents so that clear strategies to support the pupil which aim to improve attendance can be put in place and if necessary, an attendance contract can be agreed.

The school is committed to working with parents to support attendance and parents have a contractual obligation (please refer to clause '9bii' in the parental contract) to ensure their child regularly attends school. It is acknowledged that occasionally some pupils do experience health challenges to varying degrees. This may include Emotional Based School Avoidance (EBSA). The School will continue to be

supportive and sympathetic in such cases and work with the families. From time-to-time pupils and families are presented with exceptional opportunities and circumstances. In these instances, Bradford Grammar will operate discretion through a written absence request.

## 1. Illness

Bradford Grammar School understands that on occasion pupils may have to miss school due to ill health. Parents are asked to:

- adopt a sensible approach to illness, keeping pupils off school only when it is absolutely necessary. School Nurses are available throughout the day to monitor and support all pupils. ([Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk))
- contact school by 8.30am indicating the reason for the absence;

Junior School 01274 553742 [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com)

Senior School 01274 542492 [attendance@bradfordgrammar.com](mailto:attendance@bradfordgrammar.com)

- produce medical evidence when requested (e.g., a doctor's note) to explain absences lasting three or more consecutive days or repeated absences over the course of a term.

It is the parent's responsibility to notify the School if their child is going to be absent and the School expects parents to do so before the start of the school day. If a pupil is not present for morning registration and the School has received no communication from home, attempts will be made to ascertain a reason for absence.

The School has a duty of care to the children and therefore will take reasonable steps to follow up all unexplained absences. If there is still no response from home, the School will telephone other emergency contacts to establish the whereabouts of the pupil and the reason for absence. If necessary, the School will carry out home visits and work with external partners such as Bradford Children's Social Care to ensure the safety and wellbeing of pupils. Children's Social Care will be contacted on the first day of unexplained absence for any pupil with a Child Protection Plan. Persistent and severe absence can be deemed as educational neglect and concerns will be reported to Children's Social Care. The School shall follow statutory guidance for children missing in education (CME) and report it to the authority as appropriate.

## 2. Unauthorised Absence

If a pupil is absent from School without a valid reason, this will be classed as unauthorised absence which is viewed by the school as a significant issue. Where parents decide to keep their child away from school without authorisation, this will be classed as unauthorised and will be recorded as such in the register.

Any pupil truanting during the school day should expect to receive a sanction. Truancy will be dealt with by members of the Senior Leadership Team (SLT).

Parents will always be informed if their child has taken unauthorised leave of absence and may be required to attend a meeting in school to discuss the situation.

Driving lessons for sixth formers during contact time is unauthorised. Sixth Form pupils are allowed to miss non-contact periods to attend driving lessons. Pupils may attend a driving test during the School day and this absence will be classed as authorised should the absence be requested formally in advance of the test.

## 3. Absence Requests

Parents are required to make a formal request for any absence from School and this should be done as soon as is practicable in advance of the planned absence. They must always let the School know in advance if they need to collect their child during the School day.

Formal requests for absence should be sent to:  
Junior School [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com)  
Senior School [attendance@bradfordgrammar.com](mailto:attendance@bradfordgrammar.com)

Parents are asked to carefully consider the impact the absence will have on their child's progress when they submit an attendance request. Often a pupil's absence also impacts on the progress of other pupils.

**Medical appointments:** As far as possible, medical appointments should be made out of school hours to avoid disruption to learning. Where this is not possible parents should follow the procedure above.

For any urgent request for absence on the same day parents should phone the School and the Receptionist will ensure that this is dealt with promptly.

**Holidays:** Pupils should not be absent from school due to family holidays. The School will not authorise an absence taken for a holiday during term time. Wanting to take advantage of off-peak holiday prices or family visits are not considered to be exceptional circumstances. We respectfully request that parents adhere to school term dates and do not book holidays during term time.

Parents who take their child on holiday during term time will incur an unauthorised

absence for their child. This will stay on their child's record and be monitored by the School. Repeated unauthorised absences from school during term time may put a child's place in jeopardy.

**Religious observance:** In line with Local Authority recommendations, Bradford Grammar School will afford pupils up to a maximum of 2 days of authorised absence per academic year for religious and cultural observance, regardless of their faith.

**Exceptional circumstances / unavoidable causes:** Authorised absence will be granted for compassionate reasons such as a family funeral. Extended periods of absence cannot be authorised even under these circumstances.

#### 4. Punctuality

Punctual attendance at school is essential for pupils' progress. All Senior School pupils must be present for morning registration which will open at 8.45am and close at 8.50pm whilst the afternoon register will open at 1.45pm and close at 1.50pm. All Junior School pupils must be present for morning registration which will open at 8.45am and close at 8.50pm whilst the afternoon register will open at 1.05pm and close at 1.10pm. Pupils who arrive after registration has started and before it has finished will be marked as late on the register. Pupils who are late for school miss valuable learning time and develop bad habits resulting in them being unprepared for the world of work.

If lateness becomes habitual, the School will contact parents to highlight the problem and will work with them to improve the pupil's punctuality.

The School recognises that unavoidable problems with traffic or disruption to transport systems can lead to lateness through no fault of the pupil.

#### Senior School

Senior School pupils will also be registered by their teachers at the start of each lesson. If a pupil misses morning registration with their Form Tutor, they must go straight to the School Office upon arrival to sign in.

Senior School pupils who are late for school without good reason three times within a half-term can expect to receive a detention.

Year 12 pupils must remain in school throughout the school day.

Year 13 pupils are allowed to sign out and go home in the afternoon after their last lesson of the day.

Sixth Form Pupils are allowed to leave the School at lunchtime on foot.

## 5. Attendance Monitoring

The school registers will be completed in accordance with the [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil. A summary of these codes can be seen in Appendix 1.

The Pastoral and Safeguarding Officer alerts the relevant Head of Year and the School Nurses via the Child Protection Online Monitoring System (CPOMS) when any pupil has more than three consecutive days of absence.

The Pastoral and Safeguarding Officer sends an electronic register from SIMS of attendance and lates to each Head of Year each week.

Attendance figures for all pupils will be looked at on a weekly basis to ensure that patterns of absence are investigated, and intervention is put in place as necessary and in accordance with this policy as detailed below:

### Stage 1 “At Risk”

#### Attendance 92% - 90%

- Head of Year and Form Tutor are informed.
- A conversation with the pupil (or parent in Junior School) will take place in order to identify any potential barriers to attendance.
- Two-week monitoring / improvement period begins.
- “First contact” letter sent out to parents.

### Stage 2 “Persistently Absent”

#### Attendance below 90%

- An appropriate employee who knows the pupil well is assigned to the case.
- An “attendance” letter is sent to parents.
- A meeting is held with the pupil and parents to discuss any barriers to attendance.
- Targets for improving attendance are agreed and an attendance contract is put in place and signed by the pupil and parent.

### Stage 3 “Persistently Absent”

#### Attendance below 70%

- When a pupil reaches stage 3, their place at the School is at risk.
- The employee assigned at stage two continues to support the pupil with additional input and support from the SLT.
- The School will consider any necessary amendments to the pupil’s academic and co-curricular programme at school. For pupils in year 11 or year 13 this may include withdrawal from, or deferment of, some or all public examinations.
- A high-priority attendance contract shall be put in place and signed by the pupil and parent.

- The Designated Safeguarding Lead (DSL) or an employee must complete at least one home visit per term. In such instances, the School would explore greater internal support from the School and work with external support services where appropriate.

#### **Stage 4 “Severely Absent”**

##### **Attendance below 50%**

All interventions and support will continue as detailed above in Stage 3 plus the addition of:

- When a pupil reaches stage 4, their place at the School is severely at risk.
- Alternative educational provision will be considered.
- Careful consideration will be given to requiring a pupil to repeat an academic year.

#### **6. Other relevant policies**

This guidance should be read in conjunction with other School policies including the School’s Safeguarding and Child Protection Policy, Well-Being Policy, Behaviour Policy and Special Educational Needs and Disability Policy (SEND).

This policy also draws on specific, and the latest, guidance and material from the following publications:

- Children Missing Education (CME).
- Keeping Children Safe in Education (KCSIE).
- Working together to improve school attendance.
- Working Together to Safeguard Children.

**Guidance reviewed by:** Mr J.D. Boardman, Deputy Head

**Last guidance review date:** Autumn 2024

**Next guidance review date:** Autumn 2025

## Appendix 1

<b>Code</b>	<b>Reason</b>
<b>B</b>	Attending any other approved educational activity
<b>C</b>	Exceptional circumstances (not holiday)
<b>C1</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
<b>C2</b>	Leave of absence for a compulsory school age pupils subject to a part-time timetable
<b>D</b>	Dual registered at another school
<b>E</b>	Suspended or permanently excluded and no alternative provision made
<b>G</b>	Unauthorised holiday during term time
<b>H</b>	Pastoral absence or with the counsellor/school nurse
<b>I</b>	Illness
<b>J1</b>	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
<b>L</b>	Late to registration, this code applies when the pupil was absent when the register started being taken but the pupil arrives before the register is closed. Registration times are detailed in section 4 of this policy
<b>K</b>	Attending education provision arranged by the local authority
<b>M</b>	Leave of absence for the purpose of attending a medical or dental appointment
<b>N</b>	Reason for absence not yet established
<b>O</b>	Absent in other or unknown circumstances (no reason given or the reason given is not accepted by the School)
<b>P</b>	Participating in a sporting activity authorised by the School
<b>Q</b>	Unable to attend the school because of a lack of access arrangements
<b>R</b>	Religious observance
<b>S</b>	Leave of absence for the purpose of studying for a public examination
<b>T</b>	Parent travelling for occupational purposes
<b>U</b>	Arrived in school after registration closed (Signed in late after registration has closed, this code applies when the pupil arrives after the register is closed the N code should be changed to a U code).

<b>V</b>	Authorised educational visit or trip
<b>W</b>	Attending work experience
<b>X</b>	Non-compulsory school age pupil not required to attend school
<b>Y1</b>	Unable to attend due to transport normally provided not being available
<b>Y2</b>	Unable to attend due to widespread disruption to travel
<b>Y3</b>	Unable to attend due to part of the school premises being closed
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention
<b>Y6</b>	Unable to attend in accordance with public health guidance or law
<b>Y7</b>	Unable to attend because of any other unavoidable cause
<b>Z</b>	Prospective pupil not on admission register
<b>#</b>	Planned whole school closure e.g. for half term holidays