

Attendance Policy

This policy applies to the Senior School and is published to parents, pupils and employees. Updated 28 March 2017

The link between regular attendance at School and academic attainment is well established, and Bradford Grammar School (the "School") recognises that ensuring that 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. All pupils should aim for 100% attendance and the support and encouragement of parents in achieving this is crucial. Attendance below 85% is regarded as very worrying and will be monitored closely.

1. Illness

The 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;
- contact School by telephone (01274 542492) by 8.30am on the first day of absence indicating, as far as possible, an expected date of return;
- contact the School by telephone again if the absence turns out to be longer than expected;
- send a short email on the day of the pupil's return to the Form Tutor stating the duration and reason for the pupil's absence; and
- in cases of persistent or prolonged absence, the School may require medical evidence (e.g. doctor's note) to explain the absence.

If a pupil has to miss School due to ill health for a significant length of time, but is well enough to continue their studies at home, parents are encouraged to request that School work be sent home for their child. These requests should be sent to their child's Head of Year or Form Tutor.

2. Requested absence

Parents are required to make a formal request for any absence from School. They must *always* let the School know in advance if they need to collect their child during the School day. Requests for absence should be sent to the Deputy Head for consideration using the email address exeats@bradfordgrammar.com.

3. Medical appointments

As far as possible, medical/dental appointments should be made out of School hours to avoid disruption to learning. Where this is not possible parents should send an email to exeats@bradfordgrammar.com requesting permission for absence from the Deputy Head. For any urgent request for the same day parents should phone Reception (01274 542492) and the Receptionist will ensure that this is dealt with promptly.

4. Holidays

Parents should avoid taking their children out of School for family holidays. The School is reluctant to sanction leave of absence for holidays during term time unless there are exceptional circumstances, and the reasons for the absence to fall within term time are made clear.

Parents who need to request leave of absence for exceptional circumstances should apply to the Deputy Head. The reasons should be explained fully in detail and evidenced where appropriate. Wanting to take advantage of off-peak holiday prices is not an exceptional circumstance.

Parents who take their children on holiday without permission will incur unauthorised absence for their child. This will stay on their child's record and be monitored by the School. Repeated absences from School during term-time may put a child's place at School in jeopardy.

5. Other requests for absences

Requests for absence for family reasons, religious reasons or other commitments should be made to the Deputy Head using the email address exeats@bradfordgrammar.com. It is appropriate for parents to consult their child's Head of Year or Form Tutor if they wish to ask for advice about any impact the absence will have on their child's progress.

6. Unauthorised absence

Unauthorised absence is viewed by the School as a serious issue. Any pupil found guilty of truancy during the School day will be dealt with in the first instance by their Head of Year and the Pastoral Director. Major acts of truancy will be dealt with by the Deputy Head.

Pupils who truant from lessons should expect to receive a detention. 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.

7. Punctuality

Punctual attendance at School is essential for pupils' progress. Pupils who are late for School miss learning and develop bad habits resulting in their being unprepared for the world of work. Pupils who are late for School without good reason can expect to receive a detention. If their lateness becomes habitual the School will contact their parents to address 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. Regular lateness will be chased up.

8. Registration

All pupils must be present for registration with their Form Tutor at 8.45am in the morning, and 1.40pm in the afternoon. They will also be registered by employees at the start of each lesson during the day. If a pupil misses registration they must ensure that they sign in at Reception; the electronic register is regularly updated throughout the day ensuring that teachers are aware of pupils' attendance.

Pupils in the Sixth Form are permitted to go out of School at lunchtime, and those in Year 13 are allowed to leave School early after their last lesson in the afternoon. Those who leave School premises during the day must sign out in the register kept in the Sixth Form Centre or the register at Reception. They must also sign back in again when they return to School. Sixth Form pupils are not permitted go out of School during the morning. They may leave the premises at lunch break but must return for afternoon registration. Any Year 13 pupil who has no lessons in an afternoon may go home at lunchtime but requires permission from the appropriate Head of Year to miss afternoon registration.

The rules are different for Wednesday afternoon. At morning registration on Wednesday tutors are required to ask their Sixth Form tutees what they are going to do that afternoon and the appropriate code is added to the register. It follows that any Sixth Form pupil may leave the site after lunch on Wednesday. If they leave during lunchtime or the afternoon on Wednesday they must sign out in the usual way.

9. Notification of Lates and Absences to Heads of Year

- The Senior Secretary alerts the relevant Head of Year and the School Nurses when any pupil has 4 consecutive days of absence;
- The Senior Secretary sends an electronic register from SIMS of **Lates** and **Behaviour** marks on a weekly basis to Heads of Year;
- The Senior Secretary sends an electronic register from SIMS of pupil **Absences** (when a pupil has an absence of less than 92%) to Heads of Year on a weekly basis.

10. Recording absence

School reports show each pupil's level of attendance and punctuality record. Parents will be contacted by the School if there are concerns about a pupil's poor attendance or punctuality.