

# Bradford Grammar School

## Attendance Policy

**This policy applies to the Junior School and is published to parents, pupils and employees. Reviewed 20 September 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 a major concern and will be monitored closely.

### 1. Illness

The School understands that on occasion, pupils may be absent due to ill health, however, parents are asked to:

- adopt a sensible approach to illness, keeping pupils off School only when it is absolutely necessary;
- contact the School secretary Mrs Reilly by telephone (01274 553742) by no later than 9am or email ([chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com)) on the first day of absence indicating, as far as possible, an expected date of return;
- contact the School again if the absence turns out to be longer than expected; and
- in cases of persistent or prolonged absence, the School may require medical evidence (e.g. doctor's note) to explain the absence.

### 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 Head of the Junior School via Mrs Reilly for consideration using the email address [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com).

### 3. Medical appointments

As far as possible, medical/dental appointments should be made outside of School hours to avoid disruption to learning. Where this is not possible, parents should send an email to [chsec@bradfordgrammar.com](mailto:chsec@bradfordgrammar.com) requesting permission for absence from the Head of the Junior School. For any urgent request for the same day, parents should phone Mrs Reilly (01274 553742) who 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 Head of the Junior School via the School secretary, Mrs Reilly. The reasons should be

explained in full 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 Head of the Junior School via the secretary Mrs Reilly. It is appropriate for parents to consult their child's Form Teacher 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 Form Teacher and Deputy Head Pastoral. Major acts of truancy will be dealt with by the Junior School 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. This can result in disorganisation and lack of preparation for the rest of the day. If a child's 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 Teacher at 8.45am in the morning, and 1.15pm in the afternoon. They will also be registered by their teacher at the start of each lesson during the day. If a pupil is absent from 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.

## **9. 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.