

Bradford Grammar School

Attendance Guidance

This guidance applies to the Senior School and is published to parents, pupils and employees.

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. All pupils should aim for 100% attendance and the support and encouragement of parents in achieving this is crucial. Any pupil whose attendance falls below 90% is classed as a persistent absentee, and the School views attendance below 85 % as very worrying.

In the case of any pupil whose attendance does fall below 85%, the Head of Year will contact the parents so that clear strategies to support the pupil and improve attendance can be put in place and an action plan agreed.

The School believes that it prepares pupils for adult working life beyond Bradford Grammar School by promoting good attendance and punctuality. Research suggests that when attendance falls below 90%, this can have a significant detrimental effect on the grades achieved in public exams.

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 each day of absence indicating the reason for the absence, and if possible, an expected date of return; and
- produce medical evidence when requested (e.g., a doctor's note) to explain absence in cases of an absence lasting three or more consecutive days or repeated absences over the course of a term.

It is the parent's responsibility to notify 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, a message will be sent via text to the parents by 10.30am. If there is still no response from home, the School Office will telephone home on the same day.

2. Requested Absence

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. Requests for absence for medical/dental appointments, family reasons, religious reasons or other commitments should be sent to the Deputy Head, for his consideration using the email address exeats@bradfordgrammar.com. The reasons should be explained in detail and evidenced where appropriate at least twenty-four hours in advance of the required absence.

Parents are asked to consider carefully the impact the absence will have on their child's progress, when they request an exeat. They are encouraged to consult the Head of Year or Form Tutor for advice about how this may be minimised.

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.

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 the term time unless there are exceptional circumstances, and the reasons for the absence to fall within term time are made clear. 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 an 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.

3. Unauthorised Absence

If a pupil is absent from School without a valid reason, this will be classed as unauthorised absence.

Sixth Form pupils who are learning to drive are allowed to miss non-contact periods to attend driving lessons and their absence will be classed as authorised. Absence due to attending driving lessons during contact periods will be classed as unauthorised. Pupils may attend a driving test during the School day and this absence will be classed as authorised.

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 Assistant Head Pastoral. Repeated 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.

4. Punctuality

Punctual attendance at school is essential for pupils' progress. Pupils who are late for school miss valuable learning time and develop bad habits resulting in their being unprepared for the world of work. Pupils who are late for school without good reason three times within a half-term

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.

All pupils must be present for registration with their Form Tutor at 8.45am. They will also be registered by their teachers at the start of each lesson during the day. If a pupil misses morning registration with their Form Tutor, they must go straight to the School Office upon arrival in School to sign in. Sixth Formers who arrive late and have a non-contact period are required to go straight to the School Office to sign in; the electronic register is regularly updated throughout the day ensuring that teaching staff are aware of pupils' attendance. Sixth Formers are expected to use the InVentry system to sign in and out every day.

Pupils in Year 13 are allowed to leave the School site early after their last lesson of the day but are not permitted to leave during morning school. Year 13 pupils who are leaving early must sign out using the InVentry system before leaving the School site.

The rules are different for Wednesday afternoon. Any Sixth Form pupil may leave the School site after 1.10 pm on Wednesday and if they leave during the afternoon before 4pm, they must sign out using the InVentry system before leaving the School Site.

5. Notification of Absences and Lates.

- School reports show each pupil's level of attendance and punctuality record.
- The Pastoral and Safeguarding Officer alerts the relevant Head of Year and the School Nurses via CPOMS when any pupil has more than three consecutive days of absence.
- The Pastoral and Safeguarding Officer sends an electronic register from SIMS of Lates to each Head of Year each week.

Guidance reviewed by:
Last guidance review date:
Next guidance review date:

Mr J.D. Boardman, Deputy Head
Autumn 2023
Autumn 2025