

Attendance Procedures

***Students**

Bingley Grammar School

Approved by:	Dmn	Date:	Sept 25
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Last reviewed on:	Sept 2025
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Next review due by:	Sept 2026
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1. The school day

- The school day starts at 8:30am and ends at 2:50pm.
- Pupils must arrive in school by 8:25am each school day.
- The school day is broken up into two attendance sessions – am & pm
- Morning registration session opens at 8:30am and ends at 9am
- Afternoon registration opens at 1:00pm and closes at 1:30pm (during lesson 3b)

2. Parent procedures

Parents should:

- Make sure their child attends every day on time at 8:25am
- Use Arbor to report all student absence (planned or unplanned)
- When appropriate or requested, use Arbor to provide evidence for student absence
- Use Arbor to report their child's absence before 7:45pm on the day of the absence (and each subsequent day of absence), and advise when they are expected to return to school

3. Lateness and Punctuality

If for any reason a child is late to school the parent/carer should let the school know. This will ensure that no unnecessary sanctions are put in place and support can be offered.

However, it is a legal requirement for the school to mark all students as late ('L') on the register if they arrive after 8:30am (register opening) regardless of information received from a parent / carer.

A pupil who arrives late to school:

- Before the register has closed will be marked as late, using the appropriate code (see appendix 1)
- After the register has closed (9am) will be marked as absent, using the appropriate code; currently a U code (see appendix 1). A 'U' code means that the student will be recorded as an unauthorised absence for that session (am or pm)
- 10 unauthorised absences within a rolling 10-school-week period can result in a local authority fine.
- Any student arriving after the gates have closed should go to student reception and register before going to their form class.
- Sanctions for lateness can be found below,

Late to school before the register has closed (before 9am)

Overview	Sanction	Recorded
1 late to school	30 minute Detention	On Arbor
Regular lates to school	Email to Parents to raise issues and offer support	
Persistent lates to school (15 lates over 10 school weeks)	Meeting with Parents and student punctuality monitored for 10 weeks	
If lates continue	Referral to Local Authority	

- All student detentions are communicated to parents through Arbor. **Non-attendance of detentions will result in the escalation through the above sanctions**

Late to School after the register has closed (after 9am) and Penalty Notices.

Each day a student arrives in school after 9am their attendance will be marked as unauthorised with a U code. We will email you each day to inform you that we have awarded a U code for that day.

If a student reaches 3 U codes within 10 school weeks, then we will invite you into school to discuss possible barriers to arriving in school on time and explore ways that we can support you.

If a student reaches 8 U codes within 10 school weeks, we will invite you into school to raise your awareness of a possible penalty notice if your child reaches 10 U codes in 10 weeks.

If a student reaches 10 U codes within 10 school weeks, we will make a referral to the LA who are likely to issue a penalty notice

Lateness to lessons

If for any reason a child leaves the previous lesson late, they should ask the staff member they were with for a note or to email to the next teacher explaining the lateness. Where there is no reason for lateness the following will be followed.

Late to lessons

Overview	Sanction	Recorded
1 late to any lesson	30 minute Detention	On Arbor
Regular lates to lessons	Email to Parents to raise issues, raise awareness of missed learning and offer support	
Persistent lates to lessons (15 lates over 10 school weeks)	Meeting with Parents and student punctuality monitored for 10 weeks	
If lates continue	Referral to the Local Authority	

4. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Identify whether the absence is approved or not
- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. This is usual via text message.

On occasions where reasons are not provided the school will,

- attempt to call the pupil's emergency contacts.
- call parents/carers on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- attempt a home visit.

- › report the student as a 'Child Missing in Education' to the local authority.
- › contact the police and report the child as missing.
- › report the unexplained absence to the pupil's youth offending team officer

On occasions where reasons are provided the school will,

- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- › offer support to the pupil and/or their parents to improve attendance
- › Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- › Where support is not appropriate, not successful, or not engaged with we will issue an appropriate attendance stage letter warning of LA involvement, penalty notice or other suitable legal intervention (see section 5.2 below), as appropriate

5. Reporting to parents

We publish student attendance

- › Daily to families via the Arbor app
- › Weekly to families where students have achieved attendance of 97% or above in the previous week
- › Half termly to all families via the Arbor app
- › Periodically via our stage letter system to families and where a student's attendance has fallen below 95%
- › Regularly to families via student progress reports issued half-termly

Where student attendance has become an issue then all Authorised and Unauthorised Attendance data is shared with parents via email / letter.

6. Authorised and unauthorised absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

These circumstances are:

- › Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- › Taking part in a regulated performance, or regulated employment abroad
- › Attending an interview
- › Study leave
- › A temporary, time-limited part-time timetable
- › Exceptional circumstances
- › Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- › If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Leave of absence which is requested for the following reasons will not be authorised:

- availability of cheap holidays.
- availability of the desired accommodation.
- poor weather experienced in school holiday periods.
- for a pupil to take part in protest activity during school hours.

Requests made under the following circumstances will not be authorised,

- during your child's exam periods (these could be throughout the year)
- where there are coursework deadlines or controlled assessments (these could be throughout the year)
- during the month of September
- for any student in Year 11
- if your child's attendance is below 97% for the 12 months prior to application
- if your child has unauthorised absences
- where a previous holiday has been taken

Unauthorised Absence and Penalty Notices

If a student has an unauthorised absence, then we will record this attendance using an O code in the school register.

If a student reaches 3 O codes within 10 school weeks, then we will invite you into school to discuss possible barriers to attendance and explore ways that we can support you.

If a student reaches 8 O codes within 10 school weeks, we will invite you into school again to raise your awareness of a possible penalty notice if your child reaches 10 O codes in 10 weeks.

If a student reaches 10 O codes within 10 school weeks, we will make a referral to the LA who are likely to issue a penalty notice

7. Supporting families to improve student attendance

In addition to the letters and emails sent to parents, we call and email families to offer support and explain the attendance system. Some attendance issues can be easily fixed by explaining the rules of attendance to parents. See *Appendix 3* for our parent information leaflet.

Stage 1 Attendance Communication, Initial Concern:

This is usually an email sent to parents when a student's absence has been 2 days (4 sessions) in a rolling 10-week period. See *Appendix 2a*

Stage 2 Attendance Communication, Ongoing Concern:

This is an email sent to parents when a student's absence has been 4 days (8 sessions) in a rolling 10-week period. See *Appendix 2b*

Stage 3 Attendance Communication, Serious Concern:

This is an email and letter sent to parents when a student's absence has been 5 days (10 sessions) in a rolling 10-week period. Families are invited into school to discuss barriers to improving attendance and ways that we can help. Student attendance is monitored closely for 10 weeks. 6 days of absence will trigger a final warning meeting. See *Appendix 2c*

Stage 4 Attendance Communication, Referral to Local Authority:

This is an email and letter sent to parents when a student's absence has been 7 days (14 sessions) absent in a rolling 10-week period and has not improved during a ten-week monitoring period. See *Appendix 2d*

Attendance Improvement notices are sent via email at the start of each stage (above).

If a student has 100% attendance during a monitoring period, then the student is not escalated to the next stage, but will remain at that stage.

If a student is absent during a monitoring period, then the student is escalated to the next stage.

In total, families are provided with a period of 12 weeks to make attendance improvements before stage 4 is reached.

Stage 4 notice informing parents of local authority involvement. This notice makes clear the grounds on which a penalty notice may be issued before the end of the next improvement period, usually 4 weeks.

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2a: Attendance Letters

Stage 1 Initial Attendance Concerns

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname>

Class: <RegistrationGroup>

Initial Attendance Concerns

Attendance Period: <AttendancePeriod>

Dear <ParentalSalutation>

This letter is for your information only. It is a legal requirement as part of the government's focus on pupil attendance for us to share your child's attendance information with you at this time. Our intention is to offer help and support with any attendance issues that you may be facing.

As you are aware, Bingley Grammar School monitors the attendance of all pupils. As part of our commitment to improving the attainment of our pupils, we formally monitor attendance to identify any pupil whose attendance causes concern. We then issue this first letter of attendance information to offer contact information and support.



During this ongoing monitoring of attendance, we have noticed that <LegalForename>'s attendance is currently <PercentageAttendance>%. Unfortunately, this is below the expected level of attendance.

At BGS, we value and reward good attendance as research shows that your child is more likely to achieve their academic attainment if they have a good attendance record. The information below illustrates the impact that poor attendance can have on your child's educational success:

Above 97%: Less than 6 days absence in 190 school days
Pupils in this group will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
95%: 10 days absence in 190 school days
Pupils in this group are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 10-day holiday during term time every year can only ever achieve 95% attendance.
92%: 15 days absence in 190 school days
Pupils in this group are missing three weeks of school per year; it will be difficult for them to achieve their best. The school may consider referring pupils with this level of attendance to the Local Authority.
90%: 19 days absence in 190 school days
The Government classes pupils in this group as "Persistent Absentees" and it will be almost impossible for them to keep up with work. Parents of pupils in this group could also face the possibility of legal action being taken by the Local Authority.

We are asking that you work with us over the coming weeks to allow your child's attendance to improve to meet the minimum expected level of 97%.

We can support you and your child around any attendance issues you may have, therefore please do not hesitate to contact me on 01274 807700 should you wish to discuss this further.

Thank you for your support with this matter.

Yours sincerely



Mr D Foster

Assistant Headteacher

Appendix 2b: Attendance Letters

Stage 2 Ongoing Attendance Concerns

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname>

Class: <RegistrationGroup>

Ongoing Attendance Concerns

Attendance Period: <AttendancePeriod>

Dear <ParentalSalutation>

As you are aware, Bingley Grammar School monitors the attendance of pupils. Since we wrote to you, <LegalForename>'s attendance has not improved significantly and is now <PercentageAttendance>%, this includes <NumberOfUnauthorisedAbsences> occasions of unauthorised absence. *Please note that one school day consists of two attendance registers, so 4 occasions of absence equate to 2 full school days absent.*

This is below the minimum expectation and is having an impact on your child's education. To put this into perspective, 90% attendance is equivalent to missing 19 days of school per year (190 days).



Authorised absence means that school has given approval in advance for a pupil to be away from school or that the explanation offered afterwards by a parent/carer has been accepted. Decisions regarding the authorisation of absences are the responsibility of the Headteacher.

Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice or could face prosecution.

Due to the current level of absence, please note that any future absences relating to illness and/or medical reasons will not be authorised without some additional assurances that the absences are unavoidable. Some examples of evidence include prescriptions, appointment cards and doctor's notes. If this evidence is not supplied, your child's absence will be recorded as an "unauthorised" one.

Only in exceptional circumstances will low attending pupils not get monitored, these would be children with medical conditions requiring repeat treatment or who have had a stay in hospital.

To support you and your child, please use Arbor to provide any further information or evidence (*prescriptions, appointment cards and doctor's notes*) that may help us to understand your child's absence.

We would appreciate your support to make sure your child's attendance improves. We will continue to monitor the situation for the next two school weeks and will be in touch again if it does not improve. This may lead to a referral to the Local Authority Attendance Team.

In some cases, we may ask you to come into school for a meeting regarding attendance. If this is the case then a member of the attendance team will be in touch.

We can support you and your child around any attendance issues you may have therefore please do not hesitate to contact me on 01274 807700 should you wish to discuss this further.

Thank you for your cooperation and support with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Foster'. The 'D' is large and stylized, and 'Foster' is written in a cursive script.

Mr D Foster

Assistant Headteacher

Appendix 2c: Attendance Letters

Stage 3 Serious Attendance Concerns

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Name: <LegalForename> <LegalSurname>

Class: <RegistrationGroup>

Serious Attendance Concerns

Attendance Period: <AttendancePeriod>

Dear <ParentalSalutation>

As a parent/carer you have a legal responsibility to ensure that your child attends school regularly. As your child <LegalForename> has an unsatisfactory level of attendance, which is <PercentageAttendance>% and there have been <NumberOfUnauthorisedAbsences> sessions of unauthorised absence to date, your child's attendance will be monitored from <MonitoringStartDate> to <MonitoringEndDate>.

During this monitoring period attendance and punctuality will be recorded daily. Your child will be expected to have 100% attendance unless medical evidence is provided.

All children of compulsory school age who are registered pupils at a school must attend regularly and punctually. It is your responsibility as a parent to ensure this. Should your child fail to attend regularly and punctually the school may consider referral to the local authority.

The Local Authority has a duty to ensure that you fulfil your statutory responsibilities in relation to school attendance of your child. You may be invited to answer questions under caution in accordance with the Police and Criminal Evidence Act 1984. The Local Authority will then decide whether to take legal action against you which could mean applying for an Educational Supervision Order, issuing you with a penalty notice - which is a fixed penalty fine or prosecuting you under Section 444 of the Education Act 1996. Since August 2024, the fine for school absences across the country is £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court

because your child hasn't been attending school, you could get a fine of up to £2,500 or up to 3 months' imprisonment.

I would like to invite you in to school to attend an attendance support meeting and agree a suitable attendance improvement plan. A member of the attendance team will be in touch to make arrangements.

If your child is experiencing any difficulties affecting attendance at school or you have any queries, please contact me on 01274 807700 to discuss this further.

Yours sincerely

A handwritten signature in black ink. It consists of a large, stylized 'D' followed by the word 'Foster' written in a cursive script.

Mr D Foster

Assistant Headteacher

Appendix 2d: Attendance Letters

Stage 4 REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

<Date>

<ParentalSalutation>

<FirstLineOfAddress>

<SecondLineOfAddress>

<PostCode>

Dear <ParentalSalutation>

RE: REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

As you are aware under the 1996 Education Act, all parents are required to ensure that a child of compulsory school age receives efficient full-time education suitable to their age, ability, aptitude and any special education needs they may have. It is with extreme disappointment that I must contact you once again about <LegalForename>'s attendance. We have for some time tried to support you to improve <LegalForename>'s attendance in accordance with our school policy by way of letters, telephone contact, meetings etc.

Unfortunately, <LegalForename>'s school attendance is still causing concern. At the date of writing <LegalForename>'s attendance is <PercentageAttendance>% and has attended school on <NumberOfAttendances> occasions out of a possible <NumberOfPossibleSession> when the school was open for instruction under the Education Pupil Registration Regulations 2006; <NumberOfUnauthorisedAbsences> of these absences were considered to be unauthorised. As we have explained to you in the past, a parent can offer an explanation for their child's absence, but the law clearly states that it is the Headteacher's decision as to whether it is felt the explanation offered by a parent for an absence is justified. Our Attendance Policy outlines the procedures for dealing with a pupil's absence and is available to parents via the school website.

As <LegalForename>'s attendance has not improved I have no other alternative but to refer this matter to the Local Authority's Attendance Team. This team has a statutory duty to investigate matters of on-going poor school attendance and to consider formal statutory action.

Under Section 444 of the Education Act 1996, a criminal offence is committed if a registered pupil does not attend school regularly. The Attendance Service can issue a Penalty Notice to parents if a child has missed 10 or more sessions without permission from the school, the Local Authority Attendance Team can also instigate criminal proceedings against you in the Magistrates Court under section 444 of the Education Act 1996.

I would strongly recommend you cooperate and work with the Local Authority Attendance Service to prevent the need for legal action. If you wish to discuss the content of this letter further, please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Foster'.

Mr D Foster

Assistant Headteacher

Appendix 3 Parents information Leaflet

STUDENT ATTENDANCE AT BINGLEY GRAMMAR SCHOOL WHAT PARENTS NEED TO KNOW



Why Attendance Matters

Excellent attendance and punctuality are crucial for your child's success. Regular attendance helps them build friendships, develop life skills, and achieve their full potential.



Our Attendance Expectations

Our minimum attendance expectation is **97%**, with a target of **100%**. Missing just 5 minutes a day amounts to 3 days of lost learning per year. A 97% attendance rate still results in 30 hours of lost learning.

Is Your Child Too Ill for School?

We follow **NHS guidelines** to determine if an absence can be authorised.

You can find the guidelines here: [Is my child too ill for school?](#)



Key Reminders

- **Report Absences:** Use the Arbor App to report absences each day, including your child's full name, form, year, and reason for absence.
- **Arrival Time:** Students must be on-site by **8:25 a.m.** Gates lock at 8:27 a.m., and students arriving after that are marked late.
- **After 9:00 a.m.:** Students arriving after 9:00 a.m. will be marked with a U code (unauthorised absence). This will mean that they can only get 50% attendance for that day.
- **Medical Evidence:** We may request medical evidence for 5 or more consecutive days of absence, or a specialist letter for absences over 2 weeks.
- **Appointments:** Schedule appointments outside of school hours whenever possible.
- **Term-time Leave:** This is only granted in exceptional circumstances by the Headteacher.
- **Home Visits:** We will conduct home visits if your child is absent from school.

STUDENT ATTENDANCE AT BINGLEY GRAMMAR SCHOOL WHAT PARENTS NEED TO KNOW



Will My Child's Absence Be Authorised?

Authorised

- ✓ An absence for sickness for which the school has granted leave.
- ✓ Medical or dental appointments which unavoidably fall during school time.
- ✓ Religious or cultural observances.
- ✓ An absence due to a family emergency.
- ✓ Sporting events, music assessments and competitions (Headteacher's approval is required).

Unauthorised

- ✗ Students who are absent from school without reason.
- ✗ Truancy before or during the school day.
- ✗ Arrival at school after registration has closed (after 9.00am).
- ✗ Absence due to shopping, looking after other children or birthdays.
- ✗ Mild student illness may be unauthorised.

How You Can Help

- **Parents:** Emphasise the importance of attendance, take an interest in your child's education, arrange appointments after school, and work with us to improve attendance.
- **Students:** Talk to a trusted adult about school problems, seek support from your Year Team, get an early night, and always get to school on time.

IMPORTANT CONTACTS

Attendance Team – Attendance@bingleygrammar.org

Year 7 Team – Pastoral7@bingleygrammar.org

Year 8 Team – Pastoral8@bingleygrammar.org

Year 9 Team – Pastoral9@bingleygrammar.org

Year 10 Team – Pastoral10@bingleygrammar.org

Year 11 Team – Pastoral11@bingleygrammar.org

DON'T FORGET, PUNCTUALITY MATTERS

Be on time – All students should be in school by 8:25am

Late – Any student who arrives in school after 8:30am

Unauthorised – Students who arrive after 9.00am will be marked as a (U) code which is unauthorised absence - this has a significant impact on attendance.