



Promoting Good Attendance and Punctuality

“Attend to Achieve”

Bingley Grammar School is a fantastic place to learn new things, meet new friends and reach your full potential. We believe strongly in enabling all students to achieve as highly as they are able to in all they do. We know students sometimes have to take time off school for many reasons which can't be avoided but we expect all parents and carers to support us in ensuring students attend school. We know that children who have excellent attendance do succeed at Bingley Grammar School and make outstanding progress.

Our Expectations

Please report any absences before 9:00am. Only valid reasons will be authorised. Messages can be left on our Student Absence Line (01274 807701) which is open 24 hours a day or email attendance@bingleygrammar.org please contact us as soon as possible to tell us why your child is absent, and when you expect them to return. Unless you have already informed us on the first day of your child's absence how long they are likely to be away from school, please call the absence line daily with an update and the duration if known.

If your child has a medical appointment, please ensure whenever possible they attend school before and after their appointment, this will ensure minimal lesson time is lost. Please call the Student Absence Line (01274 807701) and specify the date and time you would like them to sign out as we are unable to sign out students whose parent/carer have not contacted school.

Please confirm up arrangements with them on the morning of their appointment and ask them to come to student reception at the arranged time. This will avoid any delay on the day of their appointment as students are not collected from lesson. Where possible please provide a medical appointment card/letter.

If your child is taking part in any out of school activities, e.g. Bradford Youth Orchestra, sporting events etc please let us know. These may be authorised and approved by school as we encourage individual development.

Punctuality

Punctuality is vital to ensure that lessons start promptly and learning time is maximised. School starts at 8:30am prompt so students should be inside the school grounds by 8:20am and make their way to lessons by 8.25am. It is important to move quickly between lessons and to be punctual to lessons after break and lunch. Below is our current procedure for lateness:

Late to school: Twice in one week (after 8.40 am) - **Thursday Leadership**

Late to school: Three times in one week (after 8.40 am) - **Monday Leadership**

Late to lesson including form time (3 or more times). Lateness is 3 minutes after the bell - **Faculty Detention**

Term Time Leave of Absence

School follows guidance from Bradford Council who strongly discourage absence from school in term time because of the impact on education and social progress. Regular attendance is crucial to your child's progress, we have invested a great deal of time and effort into improving student attendance and do not support holiday being taken during term time.



Should you however choose to take the leave of absence, please complete a Leave of Absence from School form and return it to at least two weeks before the intended departure.

A Penalty Notice may be issued. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. Please note that the Penalty Notice is issued by Bradford Children's Services upon the student's return to school and therefore please do not send any payments directly to school.

Monitoring

A change in attendance pattern often acts as an early warning to other problems. Attendance is monitored constantly. Students who are in or approaching the attendance danger zone, or whose attendance is becoming a cause for concern, will be informed regularly. We will also keep you updated on this situation.

Our school prides itself on supporting all our families, if you have any issues impacting on your child's attendance please contact us as we want to work closely with parents/carers to support excellent attendance.

Grading of Attendance	% Attendance during one school year	Days lost Per year	
Excellent	100%	0	
Very Good	98%	4	
Satisfactory	96%	7	
Unacceptable	93%	14	
Persistent Absence	90%	19	
Below 90% attendance is a serious concern. Your education is being severely affected.			
OUTSTANDING ATTENDANCE = OUTSTANDING ACHIEVEMENT Pupils who miss a lot of school achieve less			

Mrs Jayne Pickles Lead Attendance Officer (attendance@bingleygrammar.org)