Student Attendance Policy

Aims

Bingley Grammar School is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Bingley Grammar School, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all students. Bingley Grammar School actively promotes good attendance and discourages unjustified absence. Bingley Grammar School recognises that promoting good attendance and punctuality prepares students for the disciplines of adult working life.

Guiding Principles

- The School emphasises that it is the responsibility of everyone in the School to improve attendance and punctuality.
- Bingley Grammar School aims to ensure that all its students access a full-time education which meets their needs and allows all to realise their potential.
- The School will strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- The School will work with students and their families to ensure every student attends regularly and punctually.
- The School will challenge those students and parents/carers that give a low priority to attendance and punctuality.
- The School has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- The School will continue to develop ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.
- The School will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for young people.

What you can expect from Bingley Grammar School:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will work closely with parents/carers where student’s absence is cause for concern.
- We will support students to achieve good attendance and punctuality.
- We will support students returning to school after prolonged absence.
What Bingley Grammar School expects from Students:

- To attend regularly and on time.
- To be punctual to all lessons.
- To ensure that they register for all timetabled lessons and inform Student Reception if they are not able to be registered.
- To ensure all messages and notes from parents/carers are taken to Tutors and/or HOY Teams.

What Bingley Grammar School expects from Parents/Carers:

- To ensure their child attends regularly, punctually, properly dressed and equipped to learn.
- To ensure their child attends every day the School is open unless they are too ill to do so.
- To avoid keeping their child away from the School for any reason other than illness.
- To avoid arranging holidays during term time.
- To immediately inform the School if their child is unable to attend (by 8.25 am where possible), including the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the School on each day of absence.

Registration (Ready to Learn)

- The law requires the register will be taken twice a day – at the start of the morning session and in the afternoon session. At Bingley Grammar School this is at 8.30 am and 2.30 pm.
- Students are expected to arrive by 8.25 am in order to be ready for the start of registration at 8.30 am.
- Students are registered at the start of every lesson of the day.
- Registers close at 9 am in the morning and 2.50 pm in the afternoon, after which students will be marked with unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).

Punctuality

- The School gates close at 8.30 am.
- Any student arriving after this time should go to student reception and register before going to form time if before 8.40 am.
- Students who are late to school, twice in one week (after 8.40 am) are issued with a Thursday Leadership detention.
Students who are late to school, three times in one (after 8.40 am) are issued with a Monday Leadership.

For those that are continually late after 8.30 but before 8.40 am, the attendance team liaise with the Year Team for an appropriate sanction.

**Authorised/Unauthorised Absence**

Authorised absence is where the School has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the School can do this.

- Parents/carers should contact the School on the morning of absence (preferably before 8.25 am), giving a reason, where the student will be for the duration of the absence and an expected date of return.
- Absence may be authorised for such reasons as:
  - Illness;
  - unavoidable medical/dental appointments;
  - exceptional family circumstances e.g. bereavement;
  - days of religious observance (see Appendix 2);
  - study leave;
  - exclusion;
  - involvement in a public performance.
- Absence will not be authorised for such reasons as:
  - looking after brothers/sisters/unwell parents/carers, unless extenuating circumstances such as a Young Carer
  - birthdays;
  - days out, e.g. The Yorkshire Show;
  - shopping trips;
  - family holidays where permission has not been granted.
  - special occasions, where the School does not agree that the absence should be granted.

Medical/dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, students should come to school before the appointment, sign out and return to school after the appointment.

Following an explanation from parents/carers regarding a student’s absence, the School will decide whether or not it accepts the explanation and authorise/unauthorise accordingly,

- Absence which hasn’t been explained will remain as unauthorised.
- Parents/carers should not take their children out of school for days out, to attend sporting events, etc.
Removal from Roll

If a child is taken out of school without permission for more than 20 days, the child will be removed from the school roll and lose their place. Additionally, if permission for leave of absence has been given and the child fails to return to school within 10 days of the agreed return date and no valid reason is given for the non-return, they will also be removed from the school roll.

How we Respond to Absence/Lateness

If a student is absent at morning registration without contact from a parent to explain the absence, the School will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child’s absence. The process is as follows;

- Lateness – Parents/Carers will receive a text message explaining detention procedures
- Absence – Initially a text is sent asking for a response. If no response is received, we endeavour to contact a parent/carer by phone.
- In certain circumstances we may follow this with a home visit
- If no contact is received from any of the contacts given, then a letter requesting an explanation for the absence will be sent.

Where we feel that there is cause for concern, 101 will be contacted and the child will be reported missing. Also for persistent non-attendees or parents that do not contact school, we will endeavour to make a home visit after exhausting all other possibilities.

With further regards to absence where a student’s absence is cause for concern, the School will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home in line with Appendix 4.

Where a student is off school for a prolonged amount of time, we will work with parents/carers to find the best way forward. Even when parents are in contact with school, welfare checks will be necessary after a pre-determined number of days, dependent on circumstances. If there is no contact with home, school may visit unannounced and in extreme circumstances Schools’ Police will be asked to support.

Holidays in Term Time

The school will not authorise a child to take holidays during term time and parents do not have the legal right to take children out of school for holidays.

Any absence, including absence for holidays, interrupts the continuity of students’ learning and students cannot “catch up”. Research shows that by missing lessons, students fall behind as lessons are not repeated at a later date.

Parents/carers are strongly urged not to take students out of school for holidays during term time as there is no entitlement for them to be taken out of school for such
a reason. Any holidays are expected to be taken as part of the 176 days available outside term time.

Parents who take their children out of school during the school term without the Headteacher’s authorisation or beyond an agreed date, risk being issued with a Penalty Fine or being prosecuted.

Leave of absence for family holidays will only be granted in exceptional circumstances and must be applied for in advance. Parents/students must request a form from Student Reception which should be completed at least 3 weeks in advance of the proposed absence.

Where such an absence has not been granted, the absence will be unauthorised.

Holidays which are 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.

Whilst the application must be made by the parent(s) that the child normally resides with, there is no restriction on who the holiday is taken with. This is a matter for the parent(s) not the school.

Please also note:

- your request will not be authorised during exam periods (these could be throughout the year);
- your request will not be authorised during the month of September;
- your request will not be authorised for any student in Year 11;
- your request will not be authorised if your child’s attendance is below 95% for the 12 months prior to application;
- your request will not be authorised if your child has unauthorised absences;
- your request will not be authorised where a previous holiday has been taken;
- your request will not be authorised where there are coursework deadlines or controlled assessments (these could be throughout the year).

**Persistent Absence**

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need parents’/carers’ fullest support and cooperation to tackle this.

Any student whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be:

- an action plan to improve attendance, following a meeting between relevant School staff and parents/carers;
• where parents/carers fail to co-operate with support and strategies provided by the School, further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the Local Authority via the School Census on a termly and annual basis.

Medical Evidence
Where a student has an ongoing medical condition which is impacting on their attendance at school, it is the parents’ responsibility to provide medical evidence. In exceptional circumstances, the school will ask for medical evidence to be provided directly from the GP, with the consent of parents/carers.

Re-integration following Long-term Absence
Where a student has been absent for a prolonged period of time, perhaps due to illness, the School will:
• welcome the student back to the School and value their return;
• provide support for the student in consultation with parents/carers to enable a successful return to the School;
• ensure that all relevant staff are informed of the circumstances;
• work with other agencies, where appropriate, to ensure a successful outcome;
• consider a personalised programme of return, if appropriate;
• nominate a key member of staff to monitor and review the student’s return.

Promoting Good Attendance and Punctuality
• It is the belief that all students are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all students.
• Students are regularly informed of their attendance levels and, if appropriate, how they can improve.
• Students whose attendance falls below 95% will be set targets for improvement and progress towards these targets will be regularly reviewed.
• Good and improved attendance and punctuality will be promoted and rewarded.
• Students, parents/carers and staff are regularly reminded about the importance of good attendance.
• Parents/carers are encouraged to contact the Year Teams/School Attendance Office at any time to discuss their child’s attendance.
• Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those students whose attendance is a cause for concern.
• Students who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the School.
• Effective links are made with primary schools to facilitate the smooth transition to Bingley Grammar School.

Attendance Data and Targets
• The School target is 100% attendance, however, we are mindful that extenuating circumstances can affect attendance and therefore each child and family is treated with respect and humility when dealing with issues that may affect attendance.
• Attendance data will be collected and analysed and used to inform the School’s attendance practices and interventions.
• Individual student data will be analysed and monitored to enable early intervention.
• Attendance data is provided on a termly basis to the Governing Body.
• Attendance data and persistent absence data is communicated to the Local Authority and is published via Analyse school performance (ASP), the Inspection Dashboard Summary Report (IDSR), and the Find and compare schools in England website.

Statutory Requirements, the Law and the Local Authority
• Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the Education (Pupil Registration) Regulations 2006.
• Section 7 of the Education Act 1996 states that parents/carers are responsible to ensure their child receives a suitable education.
• Parents have a legal responsibility to ensure their child’s attendance at school under Section 444 of the Education Act 1996.
• The School works in partnership with the Local Authority to ensure that parents/carers fulfil their responsibility in ensuring regular school attendance. There are a range of legal interventions used for unauthorised absence i.e. Penalty Fine, Parenting Contracts and Orders, or the matter being placed before the Magistrates Court with a possible fine of up to £2500 and/or 3 months in prison.
• All sanctions are used to improve attendance and punctuality and to reduce absence. Our aim is to avoid legal intervention, wherever possible.

Staff Roles and Responsibilities:
All members of the School have a role to play in improving attendance and reducing absence.

Subject Teachers will:
• welcome and value the attendance of all students to lessons;
• ensure all students are accurately registered;
• identify student absence to lessons and take appropriate action;
• identify any absence trends or concerns and will raise these with the appropriate members of staff.

Tutors will:
• discuss absence and attendance weekly with students;
• identify any absence trends or concerns and will raise these with the appropriate members of staff;
• work with identified students, setting targets to improve attendance and monitoring progress towards those targets;
• ensure that all absence notes or verbal messages are sent to the Attendance Office.
• discuss attendance with parents/carers at Parents’ Consultation Evenings.

HOYs and SSOs will:
• monitor absence and attendance regularly;
• discuss absence and attendance concerns with students and set targets for improvement;
• contact parents/carers where attendance concerns have been identified;
• support students to improve their attendance;
• promote attendance through assemblies;
• work with outside agencies, including the Local Authority, where appropriate, to improve attendance of individual students.

Attendance Office Staff will:
• monitor registration on a daily basis;
• receive calls and messages from parents/carers regarding student absence;
• contact parents/carers regarding student absence;
• identify absence trends or concerns and raise these with the appropriate members of staff;
• discuss attendance concerns with parents/carers and liaise with relevant members of staff.

The Attendance Team and Assistant Headteacher will:
• take the lead on raising the profile of attendance throughout the School, including improving attendance and reducing absence;
• monitor absence and attendance regularly;
• identify any absence trends or concerns and will liaise with the appropriate members of staff;
• contact parents/carers where attendance concerns have been identified and provide support to improve their child’s attendance;
• support students to improve their attendance;
• work with outside agencies, including the Local Authority, where appropriate, to improve attendance of individual students;
• provide data to the Headteacher, Senior Leaders and the Governing Body on a regular basis.

The Headteacher and Senior Leaders, including the Governing Body will:
• ensure that the School attendance policy is implemented and regularly reviewed;
• ensure the whole School ethos promotes excellence in attendance and punctuality;
• report to the Governing Body on attendance;
• monitor the curriculum to develop ways of improving the provision of educational experience;
• utilise attendance data to inform strategic planning.

Policy Review

The efficacy of this policy will be reviewed every two years.

Originator: MMA
Date of Review: February 2020
Next review: February 2022
Appendix 1

DfES Attendance Codes, Descriptions and Meanings for Statistical Purposes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Meaning</th>
<th>For Statistical Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>\ /</td>
<td>Present (AM)</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>\ /</td>
<td>Present (PM)</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Educated off site (NOT Dual registration)</td>
<td>Approved Education Activity</td>
<td>Counted as physically present</td>
</tr>
<tr>
<td>C</td>
<td>Other Authorised Circumstances (not covered by another appropriate code/description)</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Dual registration (i.e. pupil attending other establishment)</td>
<td>Not counted in possible attendances</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Family holiday (NOT agreed or days in excess of agreement)</td>
<td>Unauthorised absence</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Family holiday (agreed)</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Illness (NOT medical or dental etc. appointments)</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
<td>Authorised absence</td>
<td>Counted as physically present</td>
</tr>
<tr>
<td>L</td>
<td>Late (before registers closed)</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Medical/Dental appointments</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided for absence</td>
<td>Unauthorised absence</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Unauthorised absence (not covered by any other code/description)</td>
<td>Unauthorised absence</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Approved sporting activity</td>
<td>Approved Education Activity</td>
<td>Counted as physically present</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Study leave</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Traveller absence</td>
<td>Authorised absence</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Late (after registers closed)</td>
<td>Unauthorised absence</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip</td>
<td>Approved Education Activity</td>
<td>Counted as physically present</td>
</tr>
<tr>
<td>W</td>
<td>Work experience</td>
<td>Approved Education Activity</td>
<td>Counted as physically present</td>
</tr>
<tr>
<td>X</td>
<td>Non-compulsory school age absence</td>
<td>Not counted in possible attendances</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Enforced closure</td>
<td>Not counted in possible attendances</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Pupil not yet on roll</td>
<td>Not counted in possible attendances</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>School closed to pupils</td>
<td>Not counted in possible attendances</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

Religious Observance

Authorised absence may be granted for religious observance. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the School to approve the absence or grant leave of absence. Individual religions and their religious observance are too numerous to detail in this document. Parents should contact the School to request leave of absence for religious observance.

Bradford Council recommends that schools allow no more than 3 authorised absences in an academic year to children for religious or cultural needs. This ensures a minimum loss to their educational entitlement.
Appendix 3

Attendance Procedures

Daily

- LOG to monitor increase/decrease of lateness to school.
- Attendance Team update marks continuously and chase registers with teaching staff not completed/marked inaccurately to give more accurate picture of attendance.
- Daily monitoring to intervene before attendance issues arise by Attendance Team.
- All actions taken logged on Linked Documents and Google Traffic Light document (Shared with all HOY & SSO)
- After all systems in place have been used and we still have an unauthorised/unexplained absence, a letter will be sent home with a reply slip to be returned to school with a reason for absence.

Fortnightly

KS Report produced fortnightly of all students detailing overall attendance of each year group and lists individual students >95% attendance. HOYs/SSOs to monitor the 5 allocated students within this group. Attendance Team will let SSOs know which students to monitor.
**KEY STAGE REPORT PRODUCED**
Sent to HOY, KS Leaders & Assistant Headteacher

**Percentage Report of 95%< to HOY**
Feedback to KS Leaders issues/concerns. HOYS intervene where needed and record on google document

**Meeting with HOY & KS Leaders**
KS Leaders intervene where needed. Feedback to Attendance Officer/Assistant Headteacher issues needing urgent attention.

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**Monthly**

**RAISE ABSENCE REPORT PRODUCED**
Sent to KS Leaders & Assistant Headteacher. Attendance Officer to add to cumulative spreadsheet for comparison.

**Meeting with Attendance Officer/Assistant Headteacher**
Look at intervention taking place and key students And key targets - Info sent to HOYS/KS Leaders any actions needed.

**Meeting with KS Leaders if needed**
KS Leaders intervene where needed. Feedback to Attendance Officer/Assistant Headteacher. Actions documented on traffic light system.
# Appendix 4

## Stages of absence and intervention

<table>
<thead>
<tr>
<th>Daily</th>
<th>Attendance Office</th>
<th>Text/Telephone</th>
<th>Same day contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Attendance Office</td>
<td>Absence letter</td>
<td>Sent following Monday</td>
</tr>
</tbody>
</table>

If no Response SSO meet with Student to clarify reason for absence

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Attendance Officer</th>
<th>Letter (inform)</th>
<th>First stage absence concern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>If no improvement go to Stage 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>INFORM SSOs of students they need to be monitoring.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(A sudden drop in attendance will skip Stage 1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>Attendance Officer</th>
<th>Letter (monitoring)</th>
<th>Monitor for 3 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>If no improvement go to Stage 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage 3</th>
<th>Attendance Officer</th>
<th>Letter (Invite) meet with Attendance/Parents/ESW</th>
<th>Monitoring period will be set by Bradford Council</th>
</tr>
</thead>
</table>

ESW Educational Social Worker  
HOY Head of Year  
KS Key Stage  
SLT Senior Leadership Team  
SSO Student Support Officer