



# ATTENDANCE POLICY

**Date Approved: September 2019**  
**Review Date: September 2022**  
**This policy is for Bury Grammar Schools**  
**Author: R Newbold**

*This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 405 to 417 of the Commentary on the Regulatory Standards September 2021.*

This policy applies to all pupils within school from their 5<sup>th</sup> birthday.

The school expects full attendance. It is important for pupils to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. It is the responsibility of parents to ensure their child attends school regularly and punctually.

The School is open for approximately 180 days each year and pupils are expected to be in attendance at all times, save for periods of official study leave, staff development days (designated home study days for pupils) and a small number of other occasions (eg the Infants do not attend at all on Founders' Day and Juniors and Seniors have a holiday in the afternoon).

## **1. Access to School Buildings**

Pupils are not permitted in the school buildings before 7.30am and must leave the school at the end of the school day unless they have signed into the After School Club or are participating in an extra-curricular activity under the supervision of a member of staff.

## **2. Time of Registration and Register Packs**

The school is under a legal obligation to register the presence and absence of all pupils. In the senior schools and sixth form, Form Tutors are expected to be in their form rooms before the registration bell so that the registration can be carried out at 8.45am.

Students in the Senior School and Sixth Form are registered in every lesson by a subject teacher. If they leave school, they sign out using the electronic system.

It is compulsory for Sixth Form students to attend registration each morning with their tutor. Sixth Form students may leave to go home at 1.00pm if they do not have lessons for the rest of that day. Special permission must be sought from parents if a student does not have any published lessons for that day and wishes to study at home.

Year 12 students participate in either Sport or Community service on a Wednesday afternoon. An accurate list of pupils who participate in Community Service on Wednesday afternoons as an alternative to sport will be maintained. The Sixth Form Secretary will contact each placement and confirm attendance for each session. Sport is compulsory for Year 13 students during the Autumn term. During the Spring and Summer terms they may study at home.

Attendance at registration is a requirement and pupils are expected to arrive punctually. Repeated late arrival to morning registration will result in sanctions. Parents are under an obligation to ensure that their child arrives at school on time. If a pupil is absent from registration then they will be marked with a code 'N'.

It is the responsibility of the **Form Tutor** (AM registration) and Subject teacher / Sixth Form Secretary (PM registration) to take the register in iSAMS.

### **3. Register codes**

It is the responsibility of Form Tutors to investigate and re-code all initial absences coded 'N'. Heads of Year are expected to monitor this regularly to ensure that code N is not allowed to remain for longer than 10 working days.

### **4. Closure of Registers**

Registers are closed at **9.00am** for the morning session and at **2.55pm** for the afternoon session.

### **5. Late arrivals before the registers close**

If the time of arrival means that it is still possible to attend form registration, pupils should go to their form rooms and register with their form tutor. If the registration period has finished pupils should register at the School Office. The pupil will receive a late (**L**) mark.

### **6. Late arrivals after registers close**

If a pupil arrives after the register has been closed, they must sign in at the School Office. Such a late arrival will be recorded as an unauthorised absence code (**U**) and the time of arrival marked on the register together with the reason that the pupil has offered. The absence will remain unauthorised until the Office has received direct communication with parents which explains the late arrival. This may enable the late arrival to be recorded as an authorised absence if the reason is appropriate.

### **7. Absence from school owing to illness**

In cases of illness, parents should notify the School before 9.00 am. If contact has not been made with the School, a member of the School Office will contact home after 9.30am to establish the cause of the absence. This should occur every day during the period of absence unless it is clear a child will not return to school until a particular date. This will enable the School Office to authorise that absence with the appropriate code without the need for a written note, as long as the parent provides an appropriate reason for the absence to be authorised. This can only occur if contact has taken place with a parent or someone with responsibility for the child. Absence notes given to Form Tutors or to the School Office can be shredded once registers have been amended unless reason is given by a member of SLT to keep notes. These will be stored centrally. If contact cannot be established, the absence will be classed as unauthorised (**code O**). The office staff will always call two numbers to follow up any unexplained absences and liaise closely with the pastoral team if contact has not been established.

Parents are advised to only keep their child off school if they really are too ill or infectious to attend school. A child with vomiting and diarrhoea should be kept off school for 48 hours following the last occurrence of illness. The following code will be used to record COVID-19 related absences: Self-isolating due to COVID-19 (**code \***)

### **8. Permission to be absent from school where the reason is known about in advance**

Parents are expected to request permission in advance for any absence other than illness and the School reserves the right to refuse it. Permission to be absent from school (other than for a brief absence during the school day – eg for a medical appointment – in which case permission should be sought from the relevant Form Tutor) must be sought, in writing, from the Headteacher. Parents are asked to make these requests with as much notice as possible. Each request for absence is treated on an individual basis. Occasionally pupils' parents request permission for absence for other reasons such as competing in national or international sports tournaments or attending family weddings. Each request is assessed on an individual basis. Pupils of other faiths are allowed to take additional religious holidays eg Jewish New Year, Day of Atonement, Eid but these must be requested by the parent in writing. Sixth Form pupils must not arrange driving lessons for during the school day.

### **9. Permission to leave school during the school day**

Pupils are not allowed to leave the school site during the school day unless permission has been requested and authorised as above. Senior school pupils may leave at 2pm on a Friday if parents have provided written authorisation in advance and they are not taking part in Friday afternoon activities. Sixth-form pupils may leave the school at 1.00pm if they are not involved in the enrichment programme.

### **10. Permission to not participate in PE**

We require written confirmation from parents of a pupil's inability to take part in PE. For longer term inability to participate, we may require communication from a GP/physiotherapist.

PE/Games is part of the educational curriculum offered at BGS and participation in it is mandatory. Participation will be monitored closely by the Sport Department and concerns referred to Form Tutors.

### **11. Truantiing from school**

Truantiing from school or from lessons is considered to be a very serious offence and a pupil should expect the School to deal with such conduct as serious misbehaviour. All cases of truantiing are reported to the Deputy Heads (Pastoral). Repeated (more than once) acts of truantiing may result in the position of the pupil within the school being reviewed.

### **12. Term dates and holidays**

Term dates are published well in advance, so that parents/guardians can make holiday arrangements which do not require pupils to be absent from school. Parental requests for a pupil to return to school after the beginning of term, to leave school before the end of term, or to be absent during term, must be made in writing to the Headteacher well in advance and should be seen as an exceptional occurrence, made because of very special circumstances. Absence owing to holiday will only ever be authorised in exceptional circumstances at the discretion of the Headteacher.

### **13. Study leave during mock and public exams**

During a mock or public examination period, students may be granted study leave. If such leave has been granted the pupils usually only need to attend their exams. The School Office marks, in advance, study leave with a code 'S'. Where a pupil is expected to attend an exam, they will be registered either present or absent. Paper registers are taken at the beginning of each exam.

### **14. Monitoring of attendance and punctuality**

Heads of Year monitor punctuality and attendance. Continued lateness to school will result in sanctions. Parents can expect the school to raise concerns especially where attendance drops below 90% without good reason. Concerns about attendance are also raised by Heads of Year with the Deputy Heads (Pastoral) using CPOMS and pastoral meetings in school.

Where a parent has not supplied a reason for an absence within 10 school days, the absence will be deemed as unauthorised and the code changed from 'N' to 'O'. If a subsequent reason for the absence is provided by a parent then the absence may then be authorised with an appropriate code.

### **15. Reporting on attendance and reporting concerns**

Parents should be aware that the school is required to report on attendance to Further and Higher educational establishments. A poor attendance record can significantly disadvantage an application to such an establishment. Parents are provided with registration certificates with full school reports. They should check the accuracy of the attendance certificate and if they wish to query it should contact their child's form tutor.

Parents should be aware that the School has a legal duty to report the following to the Local Authority:

Ten days of unauthorised absence (other than for reasons of sickness or leave of absence);

Failure to attend regularly (typically attendance <87% without good reason), and

The deletion from the school register where the next school is not known.

### **Current COVID Arrangements from September 2021**

Pupils that are self-isolating due to a positive covid test or who are awaiting the results of a PCR test and are well enough to attend lessons will be able to attend lessons remotely. They will still be registered absent from school on ISAMS with the code (\*)

**COVID –19 Annex to Attendance Policy- No longer in use- but to be used for reference for any future lockdowns**

**Date Approved: September 2020**

**Review Date: Reviewed when new guidance received from DfE**

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### **Attendance Reporting during the phased return of pupils to Bury Grammar School**

This annex has been written to reflect the compulsory return to school following the national lockdown and the provides additional to support the whole school attendance policy in line with the COVID risk assessment.

## **Absence due to coronavirus symptoms**

Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Other members of their household (including any children) should self-isolate for 14 days from when the symptomatic person first had symptoms. Parents are expected to inform school if they are keeping the child/ children off due to the need to self-isolate. All pupils are eligible to get a coronavirus test. Pupils who are absent due to corona related illness will be coded as Illness, but specifically (>). Pupils who are self-isolating will be coded as (\*).

## **Pupils presenting with coronavirus symptoms in school**

A child who presents with coronavirus symptoms in school will be isolated from others individually and will be required to go home immediately. They will need to isolate for 10 days, or until a negative test is confirmed.

## **Absence due to Shielding**

Any pupil that is classified as Extremely Critically Vulnerable are expected to be in school unless advised by a medical practitioner. Shielding pupils will be recorded as (^) in the register which specifically means they are shielding, rather than self-isolating.

Any absence where a pupil is eligible to be in school but parents choose to keep them at home due to the coronavirus outbreak will be recorded as (O). The School will work with families to support a return to school.

## **Remote learning**

Pupils who are in a bubble which has been sent home are to be registered as normal at 08.45am and follow their normal timetabled lessons throughout the day. They will be registered online in every lesson. Pupils who do not attend will be recorded as an (O) if no reason is provided for the absence.

Guidance for staff for registering a class remotely

1. Load the 'Take a Register' wizard as normal and load your class.
2. For absent / late pupils, please register them in the usual way, using the No / Late buttons.
3. For present pupils, please register them using either the 'Yes' button or 'All Present' button as usual and then mark the 'Optional presence reason' as '+ - Present – Remote Learning'. You will need to do this individually for each child – click on the drop-down 'Optional presence reason' box to the right of the No/Yes/Late buttons and then select '+ - Present – Remote Learning'.

Pastoral staff will maintain weekly contact with pupils who are self-isolating to check on wellbeing and engagement in remote learning.

## Attendance and Absence Codes

/ = present

N = unexplained absence

I = Ill

U = late after registers have closed

Illness (Covid-19) = >

Shielding = ^

Self-isolating = \*

Present – Remote Learning = +

Not invited to school = x