



Attendance is Everyone's Responsibility!



Every school day matters. When your child misses school, they miss vital learning, fun with friends, and positive experiences. Let's work in partnership to give your child the best start in education!



Every Day Counts: The Attendance Ladder

School attendance is calculated across a 190-day academic year. Here is what the percentages look like in real terms of lost learning:

Attendance %	What this means in Days Missed	Impact on your child's education	School Action Status
100%	0 Days Off	🎉 Perfect! Maximum learning and social opportunities.	Celebrating Success!
96%	Up to 7 Days Off	👍 Good. The pupil is keeping up with the curriculum.	On Track
95%	Approx. 12 Days Off	⚠️ At Risk! Missing this much school can result in learning gaps.	Early Monitoring Letters Start
90%	19 Days Off	🔔 Persistent Absence (PA)! Equivalent to missing 4 entire weeks of school.	Half-Termly Letters & Phone Calls
85%	28 Days Off	✖️ Severe Absence! Equivalent to missing nearly 6 weeks of school.	Statutory Intervention / Bradford Council



School Times & Routines

- **8:40 am** – The school day begins! All pupils must arrive by this time.
- **8:45 am** – The morning register opens.
- **9:15 am** – The morning register closes.



What to Do if Your Child is Absent

1. **Call us before 9:00 am** on the first day of absence (and every day after) via **01535 603868** or message us on **ClassDojo**.
2. **Book appointments wisely:** Please make medical and dental appointments outside of the school day whenever possible. Advance proof must be provided if they need to leave during school hours.
3. **If your child is in the Persistent Absence (PA) band:** Our attendance team will phone you directly on the morning of an absence, even if you have sent a message on ClassDojo.



Working Together

We want to reward high attendance with family prizes, weekly attendance bands, certificates, and the Keighley Attendance League! However, if attendance drops, we will step in to support you:

- **Monitoring Stage (below 95%):** We will notify you that your child's attendance is falling.
- **Stage 1 (Below 92%):** We will send monitoring letters and hold informal meetings to design a cooperative attendance plan together.
- **Stage 2 (Below 90%):** You will receive formal letters and phone calls from Helen Mawer (Attendance Officer) to provide support and break down barriers.
-  **3-Day Home Visit Rule:** If your child is flagged as **Persistently Absent (PA)** and misses **3 consecutive days** of school, our attendance team will conduct a home visit to check on your child's well-being and offer support.
- **Stage 3 (Failure to engage or improve):** The school will make a formal referral to Bradford Council, which can initiate legal or criminal investigation pathways.



Term-Time Leave & Holidays

- **Holidays are NOT authorised:** The Headteacher can only grant a leave of absence under highly exceptional, rare, and unexpected circumstances. (Bereavement, housing crisis) **We appreciate holidays prices increase during school holidays but we cannot authorise term time holidays.**
- **Bradford Council Fines:** Unauthorised leave of **5 or more days** can trigger an immediate **£160 fine per parent, per child** (reduced to £80 if paid within 21 days).
-  **Need Support?** We are here to help! If your child is facing barriers to attendance, we can offer support - Please contact **Helen Mawer** at **01535 603868**.