

Attendance Operational Guidance 2026–27

EVERY DAY COUNTS



Attend • Belong • Achieve

A clear guide to attendance, reporting absence and getting support at Ilkley Grammar School.

90% attendance means about 19 school days missed in a year.

	Position/Committee	Date
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Approved by	Gemma Cloughton (Headteacher)	September 2026
To be Reviewed	Emma Griffiths (Assistant Headteacher Attendance and Belonging)	Sept 2027

Why everyday matters

Regular attendance strengthens learning, wellbeing and connection to school.

PROGRESS

Keep up with teaching and build secure knowledge

BELONGING

Develop friendships, routines and trusted relationships

OPPORTUNITY

Take part in enrichment, personal development and school life

PROTECTION

Stay visible, supported and connected to safeguarding systems

Our ambition is for every student to strive for 100% attendance.

Attendance at a glance

Attendance percentages become more meaningful when translated into learning time missed.

99–100%	Excellent	0–2 days missed
97–98%	Very good	4–6 days missed
95–96%	Average	8–10 days missed
90–94%	Needs to improve	11–19 days missed
Below 90%	Persistent absence	20+ days missed
Below 50%	Severe absence	95+ days missed

90%
can sound high
but it is roughly

**1 DAY
MISSED
EVERY 2
WEEKS**

Nearly a month of
learning across the school
year.

Who can help?

Contact the attendance team or the member of staff who knows your child best.



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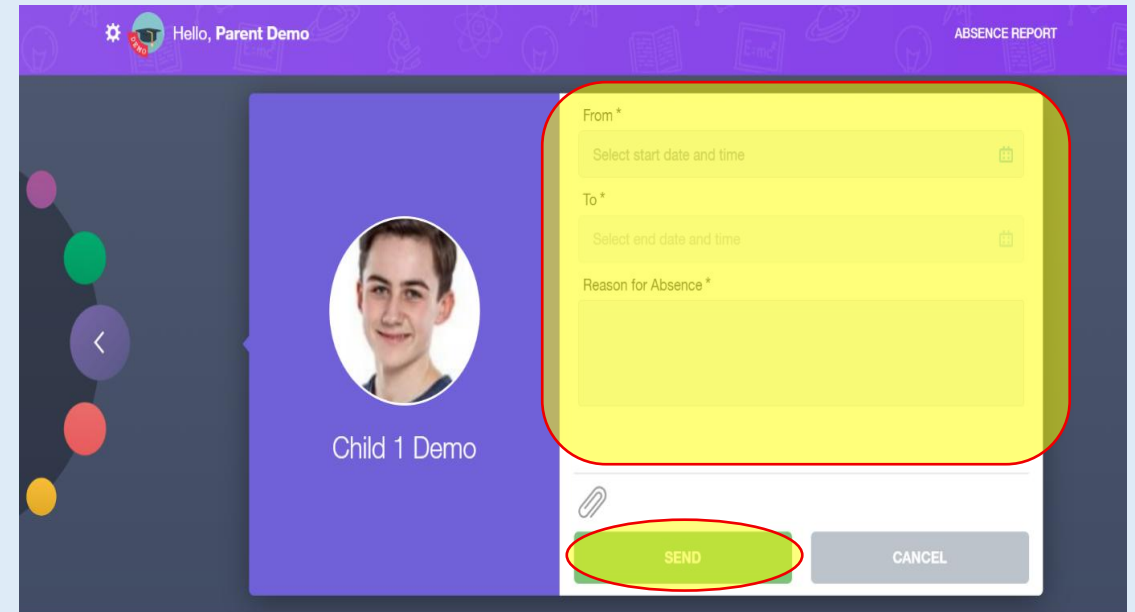
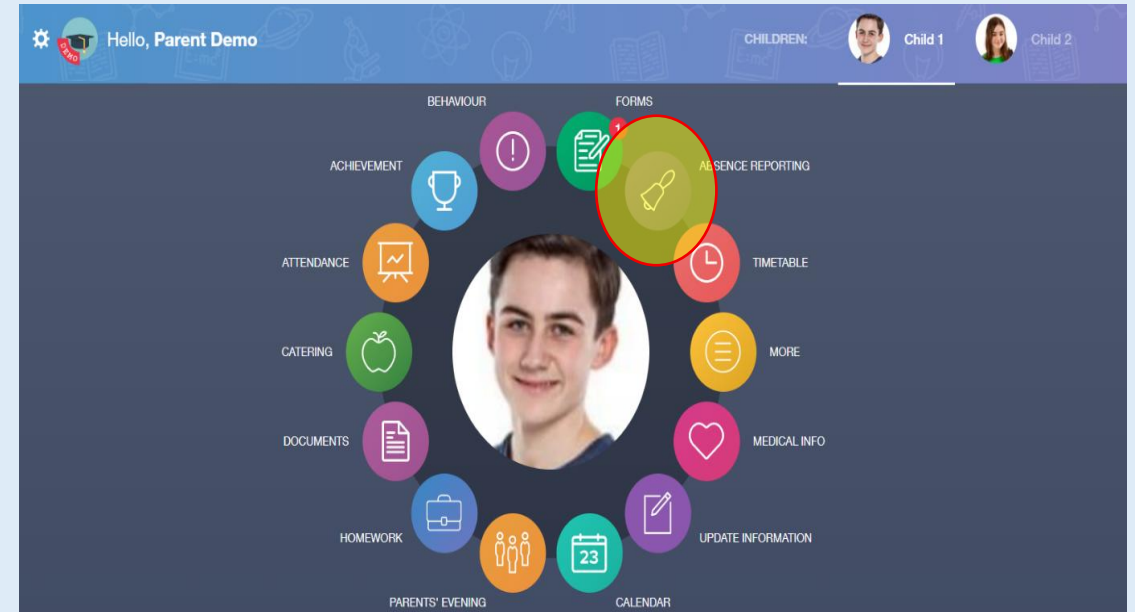
Form tutors, **subject teachers** and **pastoral teams** can also support with return to school, keep up and catch-up with academic work and targeted support to reduce barriers to attendance.

Reporting an absence

Please tell school **before 08:20** on every day your child is absent.

- 1 Open Edulink One
- 2 Select Absence Reporting
- 3 Choose the date range
- 4 Give a clear reason and expected return date
- 5 Attach evidence if relevant, then press Send

Continue to update school on each subsequent day of absence.



If Edulink is not working...

Use the school voicemail so that the absence can still be recorded promptly.

**LEAVE A
VOICEMAIL**

01943 608424

Include all five details

- ✓ Student name
- ✓ Year group
- ✓ Form group
- ✓ Date of absence
- ✓ Reason for absence

Ask school for help early if attendance is becoming difficult.

Appointments and term-time leave

Plan ahead to minimise missed lesson time.

MEDICAL & DENTAL APPOINTMENTS

- Arrange outside school hours wherever possible.
- If an appointment is unavoidable, choose a time that allows attendance before or afterwards and provide evidence when requested.

TERM-TIME LEAVE

- Family holidays are not normally authorised.
- Leave may only be granted in exceptional circumstances and must be requested in advance using the school form linked here → [Ilkley Grammar School - Attendance and Absence](#)

Unauthorised absence may lead to warning letters, referral to Bradford Council, a penalty notice or a formal legal process where thresholds are met.

Is my child too ill for school?

Does your child have a high temperature (38°C or more)?

YES

Keep them off school until it goes away.

NO

Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

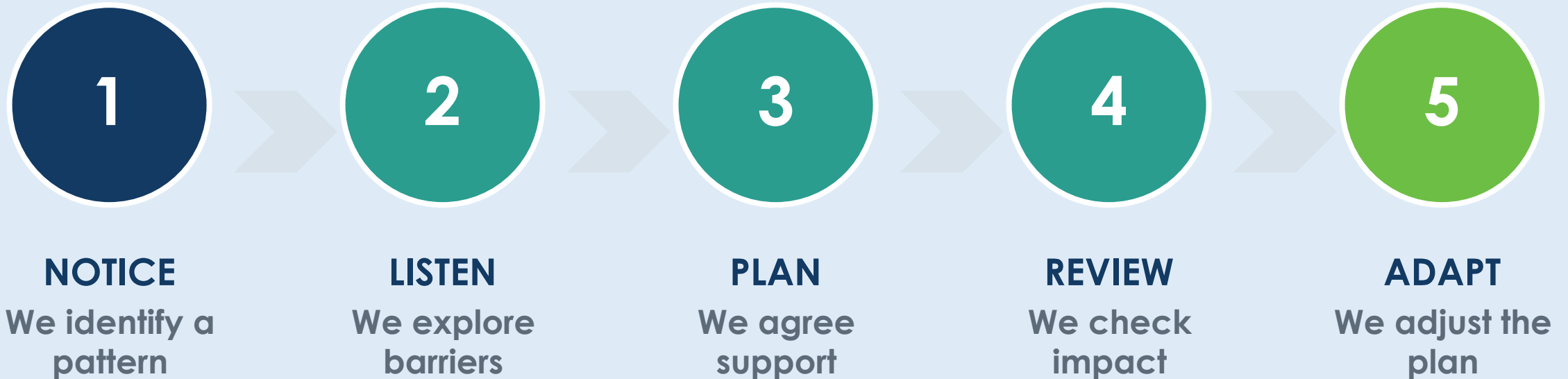
Should go in	Should go in (let the school know)	Seek treatment before returning to school	Keep them off (at first)
A cough, cold or sore throat Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature. Threadworms Speak to your pharmacist, who can recommend a treatment.	Cold sores Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels. Conjunctivitis Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly. Head lice & nits You can treat head lice and nits without seeing a GP. Hand, foot & mouth disease If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly. Slapped cheek syndrome Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.	Impetigo They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school. Ringworm See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment. Scarlet fever They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics. Chickenpox Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.	Ear infection If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away. Measles They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system. Vomiting & diarrhoea Stay away from school until they have not been sick or had diarrhoea due to illness for at least 2 days (48 hours).

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.

To find out more, search www.NHS.uk for the specific illness or infection, or 'Is my child too ill for school?'

How attendance support works

Support should be early, proportionate and shaped around the child and family.



Possible support: check-ins • mentoring • meetings • outreach • home visits • reintegration • wellbeing • safeguarding

When absence remains unauthorised

The school aims to work with families first, while also meeting statutory attendance duties.



10+ unauthorised sessions

Stage 1 warning process may begin.

Including a notice to improve.
Unauthorised lateness is included.



20+ unauthorised sessions

Stage 2 process may begin.

The occurs within a rolling ten-week period, with Bradford Council involvement.



No sustained improvement

The case may be referred for consideration of a penalty notice or a more formal legal process.

Every case requires professional judgement, accurate coding, safeguarding awareness and consideration of individual circumstances.

How can I track my child's attendance?

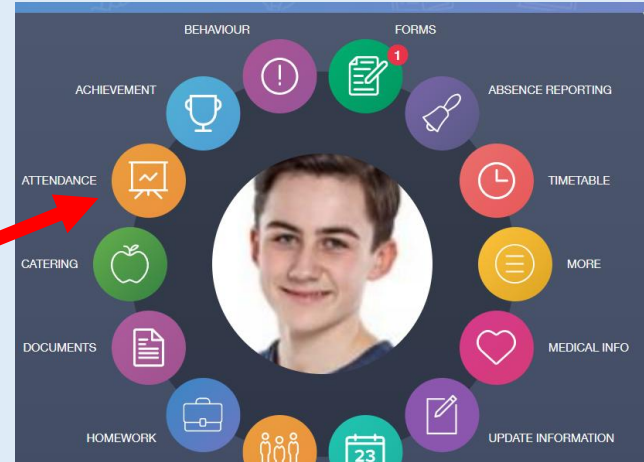
1 Open Edulink One

2 Select the attendance icon

3 View by day

4 View by lesson in academic year

5 View by month or year



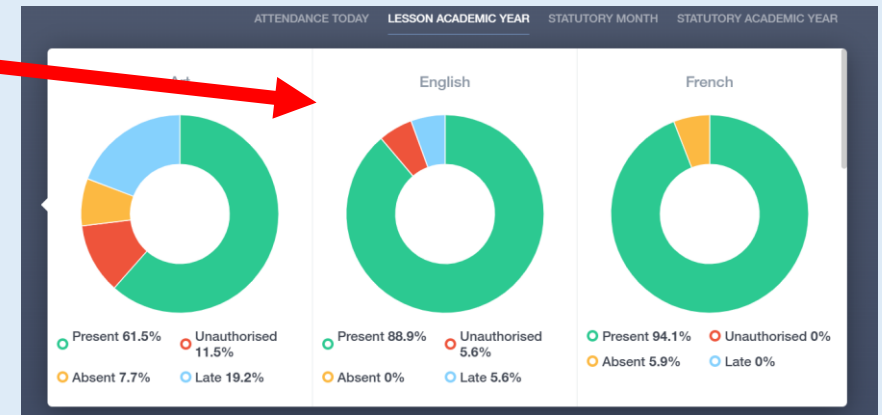
ATTENDANCE TODAY LESSON ACADEMIC YEAR STATUTORY MONTH STATUTORY ACADEMIC YEAR

Statutory

Session	Mark	Present
AM	/ Present (AM)	✓
PM	/ Illness	✗

Lessons

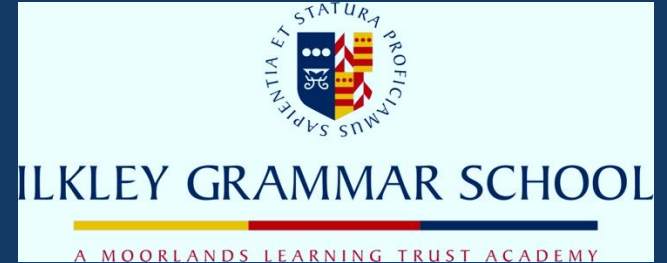
Period	Lesson	Mark	Present
Fri:1 9:15 - 10:15	Mathematics (8x/Ma1) Miss F. Burton	/ Present (AM)	✓





WORKING TOGETHER

**Attend.
Belong.
Achieve.**



Tell us early when something is getting in the way. We will listen, plan support and review what helps.

Every day in school strengthens learning, relationships and opportunity.

ILKLEY GRAMMAR SCHOOL