



# AL-ISLAH GIRLS HIGH SCHOOL

## PUPIL ATTENDANCE POLICY

### **Policy Statement**

Al-Islah Girls High School is committed to providing high-quality education to all its pupils, thus allowing them to lay solid foundations for their futures. For pupils to reach their full educational potential, a high level of school attendance is essential.

Al-Islah Girls High School strives constantly towards maintaining high pupil attendance levels; the importance of regular and punctual attendance is conveyed to pupils and their parents at every opportunity.

School attendance is subject to various governmental laws; this policy is written to reflect these laws, and the guidance produced by the DCSF. This policy also contains the procedures that will be used to meet set attendance targets.

Al-Islah Girls High School will examine its attendance figures on an annual basis and review its systems for improving attendance at regular intervals, in order to ensure that it is achieving its attendance targets.

### **School procedures**

Any pupil who is absent from school in the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school).

Only the Head-teacher or a member of staff acting on her behalf can authorise absence. If there is no known reason for an absence at registration, then the absence will be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of the school day at 8.30am. The registers will remain open for 5 minutes. Any pupil arriving after this time will be marked as late unless there is an acceptable explanation.

The afternoon registration will be at 1:10pm. The registers will close at 1:15pm.

## **Absences for legitimate reasons**

Parents are expected to contact Al-Islah Girls High School well in advance of any potential absence, so that leave may be given and the absence can be authorised.

If a pupil has been absent, and there has been no parental contact, then Al-Islah Girls High School will endeavour to contact their parents via telephone.

In case of medical appointments, an appointment card should be available to the school upon request. If leave of absence is necessary for such purposes, parents should inform administration staff via telephone, as early as possible prior to the absence.

If leave of absence is required for a family wedding, an invitation card should be made available to the school upon request.

## **Continued absence**

In the event that a pupil has been absent without explanation for ten consecutive days (and parental contact has not been possible), Al-Islah Girls High School will notify the Education Welfare Officer at Blackburn with Darwen's Children's Services; details of any action taken by the school will be included in the referral.

## **Frequent absence**

In cases where a pupil begins to develop a pattern of absences, the Al-Islah Girls High School will try to resolve any issues with the parent(s) of the pupil. If this is unsuccessful, the school will seek advice from its Attendance Officer.

## **Absence notes**

Notes received from parents explaining absence will be kept for the remainder of the academic year.

If there are attendance concerns about a pupil that may require further investigation, then any absence notes may need to be retained for a longer period.

The authenticity of absence notes will always be confirmed by making direct telephone contact with the pupil's parent/guardian.

## **Promoting attendance**

Al-Islah Girls High School will use any opportunities that arise, in order to remind parents and carers that it is their responsibility to ensure that their children attend school to receive their education.

## **Holidays in term time**

Parents will be reminded of the effect that absences can have on a pupil's potential achievement.

In line with DCSF regulations, term-time holidays of any kind will no longer be authorised unless there are exceptional circumstances that warrant such a holiday – in which case parents/guardians will be required to fill out an *Application for Extended Holiday Leave* (form available upon request) prior to any booking.

Cheap flights or hotel prices, or the fact that parents have booked a holiday before checking with the school; do not count as exceptional circumstances.

Leave of absence will not be granted any earlier than Thursday evening after 8.00pm, for (immediate) family weddings held on a weekend. Wedding invitations should be available to the school upon request.

## **Non-EU students**

Any students who fail to enrol on their course by no later than ten working days after the end of their prescribed enrolment period will be reported to the UK Border Agency.

Any students who stop attending because they have been withdrawn from their course, or after they have made clear their intention to leave, will be reported to the UKBA within ten working days of this being confirmed.

Any students who defer their studies after their arrival in the UK will be reported to the UKBA. In such cases, the student's permission to be in the UK will cease to be valid as they will no longer be actively studying. We will notify the UKBA of the deferral and advise the student to leave the UK. When the student is ready to resume their studies, they will need to make a fresh visa application.

Any significant changes in a student's circumstances (e.g. if the duration of their course of study is shortened) will be reported to the UKBA.

The details of any student who takes any unauthorized leave (i.e. over ten unauthorised absences) will be passed on to the UKBA.

## The registration system and the keeping of registers

By law, registers must be kept for at least three years. Entries in manual paper registers must be in ink; all corrections must be visible (thus, no correcting fluid may be used).

At Al-Islah Girls High School, attendance data from paper registers will be logged periodically onto a computer file. These computerised registers will be printed out at the end of every year, and eventually collated into annual volumes.

Alternatively, electronic back-ups or micro-fiche copies may be made (which would also need preserving for a minimum of three years).

The following codes will be used to record attendance information:

CODE	MEANING	DESCRIPTION	FOR STATISTICAL PURPOSES
\	Present	Present	
A	Authorised Absence	<u>A</u> uthorised absence, Extended family holiday (agreed)	
L	Present	<u>L</u> ate	
M	Authorised Absence	<u>M</u> edical/dental appointments	
N	Authorised Absence	<u>S</u> ick: Parent's note	
T	Approved Education Activity	Educational visit or <u>t</u> rip	Counted as physically present
U	Unauthorised Absence	<u>U</u> nauthorised absence	
V	Approved Education Activity	Interv <u>v</u> iew	Counted as physically present
W	Approved Education Activity	<u>W</u> ork experience	Counted as physically present

*The Head-teacher will review and update this policy annually, in conjunction with the school's Education Welfare Officer.*