



Al Islah
Girls' High School
RESPECT EDUCATE ACHIEVE

Attendance Policy

Document Control:

This document has been approved for operation within:	Al Islah Girls High School
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WHOLE SCHOOL ATTENDANCE POLICY RATIONALE

The school recognises the clear link between attendance and the attainment levels of students and thus seeks to ensure that all students receive a full-time education which maximises opportunities for realising potential. At Al Islah Girls High School, it is recognised that the responsibility for promoting school attendance and punctuality is shared by the staff, parents and carers and the student. Within school there is a professional responsibility for all staff to support attendance and punctuality and that it is not the responsibility of particular individuals or groups of staff. As a school we continue to strive for 100% and this is the message we share with students, parents and carers and staff.

AIMS:

- To improve the overall percentage attendance of students at Al Islah Girls' High School.
- To provide a welcoming and caring environment in which every student feels safe, secure and valued.
- To ensure a curriculum appropriate to all students.

OBJECTIVES:

1. To ensure that attendance and punctuality are a priority for staff, students, parents and governors.
2. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
3. To provide support, advice and guidance for students and parents.
4. To develop a systematic approach to gathering and analysing attendance related data using MMIMS.
5. To further develop positive and consistent communication between home and school.
6. To implement a system of rewards and sanctions.
7. To promote effective partnerships with Children's Services and other relevant agencies.
8. To recognise the needs of individual students when planning reintegration.
9. To initiate a CAF where appropriate.

PROCEDURES:

1. Teachers will make an accurate record of attendance during morning and afternoon registration
2. Teachers file any absence notes.
3. Teachers inform students of the sanctions for lateness to school without a valid reason.
4. Teachers reward good and improved attendance.
5. Teachers provide parents with accurate information regarding attendance.
6. In the event of continued absence from school parents will be advised that absences will be unauthorised unless professional medical evidence is provided.

CONCLUSION

The discharge of the above policy is a priority to ensure students fulfil their potential

Guidelines for Implementation of the Whole School Attendance Policy Roles and Responsibilities

Governing Body

1. Support and overview of school attendance – nominated Governor – **Ismail Patel**

Headteacher & Attendance Officer

1. Raise the profile of attendance and punctuality in the school and the wider community.
2. Ensure that attendance issues are communicated to parents and students alongside academic reporting.
3. Take overall responsibility for developing the Attendance Policy within school ensuring that staff are kept informed.
4. Ensure that appropriate sanctions are applied for students arriving late to school.
5. Analyse attendance data to identify patterns of poor attendance and take appropriate action to address the problems.
6. Take a lead in promoting the need for good attendance through assemblies and work with staff and students.
7. Decide on new admissions and ensure that any possible attendance problems are addressed immediately.
8. Oversee the efficient running of the MMIMS system and take action where registers are not being completed or not being completed accurately.
9. Work with parents/carers of targeted students to provide support in the return to school.
10. Contact parents/carers where absences remain unexplained.
11. Work with targeted students to improve attendance through parental contact, attendance reports, short term targets and rewards.
12. Ensure that the school's official registers are in line with legal requirement.
13. Keep the student roll up to date adding or removing students as required.
14. Send out appropriate information regarding attendance to parents/carers.
15. Inform the Admin when students transfer to ensure that the In-Year Transfer forms has been sent to the new school. For students being removed from roll and their destination unknown, make the appropriate enquiries and follow the correct DfE procedures
16. Ensure the smooth running of the MMIMS system
17. Provide staff with up-to-date information about the MMIMS system.

The Class Teacher

1. Ensure that registers for morning and afternoon lesson sessions are accurately completed and maintained.
2. Make clear to the tutor group that lateness to registration is not acceptable and apply appropriate sanctions.
3. Discuss instances of inappropriate absence with the student and alert the form tutor so that contact can be made with parents.

4. Encourage good attendance through constant reinforcement of individual and class targets.
5. Liaise with the form tutor as soon as possible where there are issues of attendance with individual students or the tutor group.
6. Follow the procedures for taking the register which are:
 - ✓ Call out each name before giving the appropriate mark
 - ✓ Do a head count and check it tallies with MMIMS
 - ✓ Adjust as necessary if/when a student arrives late

LEAVE OF ABSENCE IN TERM TIME

Alongside changes to Government expectations, holidays **will not be** authorised during term time, to ensure students have access to their full education without learning gaps. In this time of extreme competition for employment and higher educational placements, we are ensuring that our students have every advantage. We understand that in a few limited circumstances parents may wish to apply for exceptional permission to remove their child from school and we will in this case, consider each application on its individual merits. It is important to note that this is for circumstances other than holidays. **Leave for holidays will not be authorised under any circumstances.**

Any exceptional leave is at the discretion of the Headteacher as there is no legal entitlement for any leave to be granted. Should a parent wish to apply for this then they will need to complete an Exceptional Circumstances form and attend an interview with the Headteacher and a member of the Governing Body. During this meeting they may be required to provide documentary evidence of travel dates. Depending on the circumstances of a holiday taken without authorisation, Al Islah Girls' High School will issue a Fixed Penalty Notice which currently stands at £50 per parent if the child misses 5 or more school days.

LATE ARRIVAL AT SCHOOL

Registration period Monday – Friday begins at 8.30.

Students arriving after 8.45am are marked late and will receive a 15 min detention on the same day after school day ends.

Any student arriving after close of registers will be deemed to be late and the register marked **L**.

Any students arriving after 8.45am should report to the school office to sign the late arrivals sheet. Students arriving persistently late to school will be monitored by the Headteacher and the SLT and further contact made with home when necessary. (see flowchart below)

ABSENCE FROM SCHOOL

In the event that your child is absent from school for any reason please telephone school on (01254) 261573 between 8.00am and 8.30am. You will need to give the student's full name and class and details of the reason for absence and likely date of return.

Attendance Matters

It is a legal requirement for students to be in full time education. Pupils are expected to attend both sessions, every day, within term time. Absence leads to lost learning and therefore causes additional struggles for students both in the short and long term. To put this into context:

Over 5 years:

95% attendance - student misses 1/4 year of learning

90% attendance - student misses 1/2 year of learning

80% attendance - student misses 1 year of learning

Al Islah Girls High School expects students to attend school every day and for the full day.

If a child is absent for any reason, the parent must inform the school prior to morning registration.

Where absence notifications are not received, the school will contact parents on the same day to

a) inform them that we are aware their child is not in school and

b) ask for them to contact the school to provide reason for absence.

This is also an important safeguarding measure.

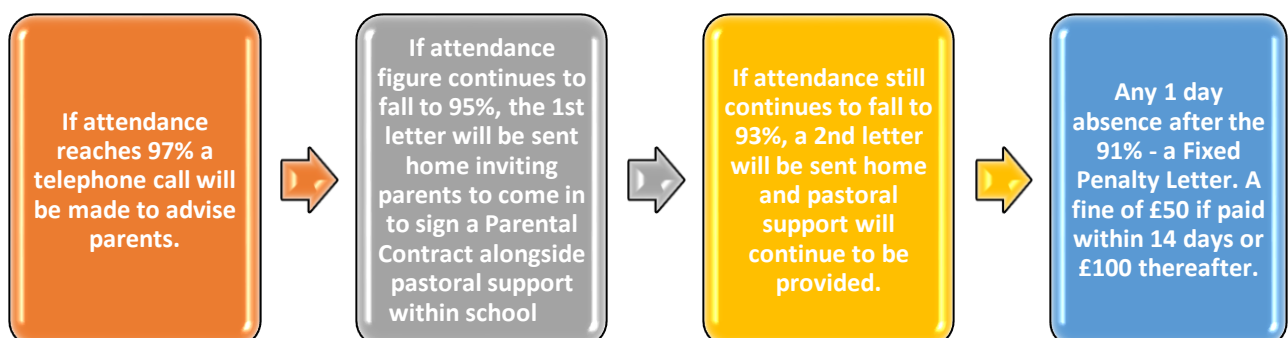
Medical appointments should, where possible be made outside of school hours. Where this is not possible, a written request for leave of absence should be made well in advance and not on the day of the actual appointment, except in cases of emergency.

As per DfE regulations, it is the school and not the parents or carers who can authorise an absence. Notification does not, of itself, oblige the school to accept the reasons provided as a valid reason for absence. The school follow the DfE's guidance on what constitutes an authorised absence.

Absence can be unauthorised if there is no explanation or the school is dissatisfied with the explanation.

Permission for leave of absence during term time, for holidays or similar activities will not be granted. Permission for leave will only be considered for wholly exceptional or unavoidable circumstance. Attendance at Al Islah is monitored and analysed closely and regularly by our Attendance Team. If attendance falls below 98% parents and carers should be aware that the following process will be followed:

Attendance Monitoring Flow Chart:



PUNCTUALITY

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto employers or higher educational institutes.

All students are expected to arrive punctually for school in the morning and to arrive punctually for each lesson. A register is taken at the start of the day and during each lesson. Students arriving late are recorded as thus on the register, along with how many minutes late they are. **Any student arriving after 8.30am will receive a 15 min detention on the day after school.**

LATENESS TO SCHOOL

According to DfE guidelines, registers must be closed after a certain time in the morning. Therefore, if a student arrives after 9.15am, they cannot receive a late mark but have to be marked as absent for the whole morning session. If the lateness is due to a legitimate reason e.g. a medical appointment, the absence can be authorised. Otherwise, the session is marked as an unauthorised absence.

THE SCHOOL'S SUPPORT FOR GOOD PUNCTUALITY

We place a strong emphasis on good punctuality; we support this by:

- Giving sanctions to students who arrive late to school or lessons.
- Informing parents, by automated call, if their child arrives late for school.
- Sending attendance records home to parents each term so that parents can monitor any lateness.
- Addressing issues of poor time keeping with individual students and their parents.

PARENTS'/CARERS' SUPPORT FOR GOOD PUNCTUALITY

We would ask parents to support us in maintaining good punctuality by:-

- Ensuring that their children get up in plenty of time to be ready and prepared for school.
- Ensuring their child has organised their bag and equipment the night before so that this does not delay departure in the morning.
- Discussing any issues of lateness to ensure this does not become a habit.
- Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

PARENTS AND CARERS: FAQs (FREQUENTLY ASKED QUESTIONS)

Why has my child been marked as absent for the whole morning when they arrived at 9.30am?

As stated above, DfE guidelines state that the register must be closed after a reasonable time in the morning. If arriving after 9.15am, a child will be marked as an unauthorised absence for the morning session.

Could I receive a fine if my child is persistently late?

If your child receives 10 or more unauthorised absences, you could be issued with a fixed penalty notice. This is £50 per parent if paid within 28 days, rising to £100 thereafter.

My child was only a couple of minutes late. It seems harsh that she should get a late mark.

The school has to abide by the rules and expectations laid down for all schools. Lateness for school is a failure to arrive on time and will be marked as such. We would encourage students to set off in good time so that any small delay does not cause them to be late.

Our whole family overslept and it is not my child's fault that she is late. Will they receive a late mark?

This cannot be taken as an acceptable reason for lateness so a late mark or unauthorised absence would be recorded, depending on the time of arrival.

My child has to catch the bus to school which is sometimes late. Will they receive a late mark?

Any lateness is recorded as thus on the register. We would advise that the child leaves earlier so that even if the bus is late, they will still arrive on time. If the bus is sometimes late, then it is not a reliable way to ensure arrival in good time.

Would you make any allowances for lateness if, for example, there were major traffic problems in the area perhaps because of an accident, so my car/the bus was unavoidably stuck in traffic?

The school cannot make allowances for the individual problem (however genuine it may be). However, it does make allowances when there are known reported major problems that effect many people; very heavy snowfall would be one such example.

What if I phone up/email to say my child is going to be late? Would he/she still get a late mark?

Yes, they would still be marked late, but it is very helpful to know that you are aware and for us to know the expected time of arrival and reason for lateness.

If I know my child is going to be late, do I need to ring/send in a note?

It is very helpful if you do this. If your child is very late, they will be marked as unauthorised absence and your note may give an alternative acceptable reason to allow us to authorise the absence.

What do I do if I don't agree with your policy on punctuality?

Much of our attendance policy is designed to satisfy DfE regulation but as always, if you feel an approach is unfair or unreasonable, then you can write or email the Headteacher asking for a review. However, whilst any such policy is in place, the school will operate as stated.