Attendance Policy

Document Control:

This document has been approved for operation within:	Al Islah Girls High School
Date of last review	August 2020
Date of next review	August 2022
Review Period	2 years
Owner	Al Islah Girls High School

Approved by the full Governing Body: August 2018

01254 261573 / www.alislah.org.uk / head@alislah.org.uk
Al Islah Girls High School, 108 Audley Range, Blackburn, BB1 1TF

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 Integrated 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. Form Tutors make an accurate record of attendance during morning and afternoon registration
2. Form Tutors file any absence notes
3. Form Tutors inform students of the sanctions for lateness to school without a valid reason
4. Form Tutors reward good and improved attendance.
5. Form Tutors 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. The school may request the Local Authority to issue Penalty Notices in respect of unauthorised absence or parenting contracts in accordance with the local Code of Conduct. Depending on the circumstances such cases may result in prosecution under section 444 (1) or section 444 (1A) of the Education Act 1996

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 – _____

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

The Form Tutor
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 governing body 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 a member of the GB and the Headteacher. 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 may be requested to issue a Fixed Penalty Notice

LATE ARRIVAL AT SCHOOL

Registration period Monday – Friday begins at 8.30. Students arriving after 8.30am are marked late and will receive a detention on the same day. Any student arriving after 8.45 or late on two or more occasions will receive a lunchtime detention. 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 contact made with home when necessary.

ABSENCE FROM SCHOOL

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