**Attendance Policy**

*The Prophet Muhammad (peace be upon him) said:*

*"The seeking of knowledge is obligatory for every Muslim."* - Al-Tirmidhi, Hadith 74   
  
"*One who treads a path in search of knowledge has his path to Paradise made easy by God…”* - Riyadh us-Saleheen, 245   
  
*"A servant of God will remain standing on the Day of Judgment until he is questioned about his (time on earth) and how he used it; about his knowledge and how he utilized it; about his wealth and from where he acquired it and in what (activities) he spent it; and about his body and how he used it."* - Al-Tirmidhi, Hadith 148

## 1.0 Introduction

The school follows the Department for Education (DfE) regulations and guidance.

Regular school attendance is a legal responsibility on parents. The School is required by law to record absences and late arrivals on a pupil’s annual report.

We expect our pupils to have an attendance percentage record of over 95% is the norm. Independent schools must notify the Local Education Authority if a pupil does not attend regularly. The School will notify the appropriate local authority if a pupil has a low attendance of 85% or below, or if they is absent continuously without the School’s authorisation for ten or more school days.

**2.0 Non-emergency medical and dental appointments should be made outside school hours.**

Appointment letters for specialist or hospital treatment should be shown to the teacher in advance of the appointment.

All pupils are expected to stay on the school premises during break and lunchtimes.

**3.0 Authorised absence procedures**

Authorised absence is where the School has either given approval in advance for a pupil to be absent, or has accepted an explanation offered afterwards by parents as satisfactory justification. All other absences will be classified as unauthorised.

Acceptable reasons for absence would normally be only illness or bereavement.

Parents are asked **to telephone the School Office on every morning of absence,** between 8am and 9am. A member of the Administrative Staff will try to contact you if we have not received a reason for the absence from you. If the Administrative Staff are unable to contact you by telephone, a text message will be sent. Absence will remain unauthorised until contact has been made.

If a pupil is absent for ten days or more, the parent must provide the teacher with a medical certificate from the GP, or from the practitioner who is providing medical treatment. A risk assessment will be carried out for any pupil who returns after a prolonged period of absence.

If a pupil has been absent with an infectious illness that has to be notified to public health authorities, a parent should send in a medical certificate on his/her return. This should state the nature of the illness and certify freedom from infection. All cases of infectious illness in the home should be reported to the School immediately by telephone to allow school to make a decision on whether to inform other parents of the risk, should there be more than three cases in school.

If a pupil arrives in school after 9:15am, they must bring a letter of explanation from a parent. (The only exception is a delay in the arrival of the school bus). School bus pupils are marked present and not late if the school bus is delayed, as this is beyond the pupils’ control.

**4.0 Leave of absence for holidays**

The School does not normally authorise absence for holidays in term-time and strongly discourages parents from making such requests.

Leave of absence will not be authorized if the pupil’s attendance is low.

Requests for leave of absence will only be considered on receipt of a completed holiday request form, which can be obtained from the school office.

Each request will be considered individually. Requests must be received by the Head Teacher before bookings are made, and at least two weeks (during term time) before the absence. Absence will always be classified as unauthorised if the holiday has not been agreed in advance or if less than two weeks’ notice is given. If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove they name from the register. All absence over the number of days requested will be classed as unauthorised.

**5.0 Unauthorised absence**

The School is bound by DfE regulations. The DfE regards all absence which has not been authorised by the school as truancy.

Absence is classified as unauthorised in the following cases:-

* + If the reason for absence is unacceptable to the School
  + If the pupil does not bring a written explanation of absence from a parent
  + If the pupil misses a lesson without the permission of the teacher
  + If the pupil leaves the school site without the advance written permission of a parent, authorised by the relevant Head of Year.
  + If a pupil takes leave of absence without obtaining prior written permission
  + If a pupil fails to return to school on the agreed date following an authorised leave of absence. – this includes unauthorised extension of authorised holidays.

**6.0 PUNCTUALITY**

Punctuality is regarded by the school as an important indicator that a pupil is learning self-discipline and good time management. Pupils must make every effort to avoid lateness.

**7.0 Morning Registration**

The first registration takes place at 8.40am. If a pupil arrives after the register has been taken, which is at 8:45am they will be marked ‘late’ in the register.

An exception to this regulation is made if the school bus arrives later than normal, delaying pupils through no fault of their own. School bus pupils are marked as present when they arrive and not late.

Pupils who are regularly late will be dealt with as follows:

Parents of pupils who are persistently late will be invited in to discuss the reasons for their child's punctuality.

**Register codes**

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| **Code** | **Description** |
| / | Present (am) |
| \ | Present (pm) |
| B | Educated off site |
| C | Other authorised circumstances |
| D | Dual Registration |
| E  F | Excluded  Extended Famil Holiday (Agreed) |
| G | Family Holiday (NOT agreed or days in excess of agreement) |
| H | Family holiday (agreed) |
| I  J | Illness (NOT medical or appointment)  Interview (Approved Education Activity) |
| L | Late (before reg closed) |
| M | Medical /Dental |
| N | No reason yet provided for absence |
| O | Unauthorised absence (not covered by any other code) |
| P | Approved sporting activity |
| R | Religious observance |
| S | Study leave |
| T | Traveller absence |
| U | Late (after reg closed) unauthorised |
| V | Educational visit or trip |
| W | Work experience |
| X | Non-compulsory school age absence |
| Y | Enforced closure |
| Z  # | Off school roll  School closed to pupils |

1. **Procedure for monitoring attendance**

8.1 First day contact

The purpose of first-contact is to:

* Provide a way in which parents can let the school know that a pupil is unable to come to school, the reasons for this and the expected date of return
* Enable the school to contact parents/carer to notify them their child has not arrived in school

A designated member of the office staff will be responsible for contacting parents on the first day of absence.

* Registers to be checked at 9.30am and pupils who are first day absent are identified
* The office member contacting parents by phone to query the absence (ensure correct phone/ mobile number is used) If contact is not possible then a text message will be sent
* Records of all absence contacts made to parents must be kept with reason stated
* A pupil will have their absence authorized once contact has been made with parent and suitable reason for absence has been given
  1. Following up absences
* If the pupil is absent for **two consecutive days** and the office failed to contact parents, then on the third day of absence the **teacher must inform the HT.** On the **third day** of absence HT send a letter to parents urging them to notify the school of the reason for their child's absence. The letter will be posted as recorded delivery.
* Within three school days of the date of the letter, if the parents have still not contacted the school the teacher, must inform the Head Teacher who will contact the Department for Children, Schools and Families (attendance section) to seek advice. **All phone calls must be recorded.**
* Head Teacher to check form registers on a weekly basis and act immediately upon any unjustified cause for concern absence. This information is used to ensure the teacher is using the correct code and that registers are fully completed.
* HT looks at issues of absence that have not been corrected within 1 week of a pupil returning to school so that it can be followed up.
  1. Actions to be taken for pupils whom attendance is a cause for concern
* Absence on a certain day on a regular basis, teacher to inform HT who will send a letter to parents to discuss their concern.
* Too many absences on a certain day due to medical appointments
* Pupils who fail to return to school at the end of an authorised leave of absence
* Pupils who go on holiday without gaining school permission:
  + recorded as ‘N’ in registers
  + Parents are contacted by Head Teacher
* Pupils regularly attend school after registration is closed: pupils/parents should be reminded that punctuality is important and that attending once registration has been completed is marked as an unauthorised absence ‘U’ – pupils/parents reminded that this can affect their child's education.
* If a pupil’s attendance falls below 90% the parents are called in for a meeting with the Head Teacher to discuss the matter.
* If a pupil’s attendance does not improve once the parents have been brought in, the parents may be asked to withdraw their child from the school. This is at the Head Teachers discretion.

## 9.0 Rewards for good attendance

9.1 While the school would always seek to avoid disadvantaging children who, through illness or other circumstances, have been unavoidably absent from school, we do, from time to time, give attendance incentive rewards or certificates for children with 100 per cent attendance over a term or a whole school year, in order to maintain a focus on the importance of regular attendance.

**10.0 Monitoring and review**

10.1 It is the responsibility of the governing body to monitor overall attendance, and they will request an annual report from the Head Teacher. The Head Teacher also has the responsibility for this policy, and for seeing that it is carried out. The head teacher will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they can be.

10.2 The school will keep accurate attendance records on file for a minimum period of three years.

10.3 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the head teacher, who will contact the parents or carers.

10.4 This policy will be reviewed every three years by the Head Teacher or sooner if necessary.

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| This policy was adopted at a meeting of: | Al-Huda Primary School |
| Held on: | September 2018 |
| Date to be reviewed: | August 2021 |
| Signed on behalf of Al-Huda Academy: | Hanif Mangera |
| Name of signatory: | Hanif Mangera |
| Role of signatory: | Proprietor |