

Al-Khair Secondary Schools

Attendance Policy



Approved by: Mr Qasim Rashid

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Last reviewed on: January 2020

Mrs Aisha Chaudhry

Next review due by: January 2021 by GB

Attendance Policy

In order to make academic and social progress pupils must attend school regularly and punctually. It is important that parents must contact the School Office by **8.30am** as follows:

Email secondaryattendance@alkhairschool.org.uk and cc secondary@alkhairschool.org.uk or telephone on 0208 662 8664 option 2

The message must state your child's name, class and reason for absence. If you do not contact us, it will be recorded as unauthorised absence.

1. Rationale

Time is a very valuable and important concept which we need to nurture and develop within our children. The importance of punctuality, attendance and time management is essential if we want our children to be successful individuals.

We would like high records of attendance and punctuality from all our pupils. Al-Khair School believes that good attendance is vital in ensuring success not only at school but also in adulthood. It is a legal requirement that students attend school and that the school registers students for both morning and afternoon sessions. In order to make academic and social progress, students must attend school. The Form Tutor has the main responsibility for monitoring student attendance.

We would like to instil in our pupils all those skills and qualities that will help them to be successful in life. To this end we will focus not only on what is of personal benefit to our students but also on those things which will benefit our families and society at large.

Children who are persistently late or absent soon fall behind with their learning. Lateness contributes to children developing large gaps in their learning and this has a negative impact on their progress. It also affects their ability to meet age related learning expectations.

2. Purpose

The school aims to create a climate where good attendance is strived for by all students on an individual as well as group basis. We would like all our pupils to aim for least a **95%** attendance record.

The attendance policy ensures that all staff in the school are fully aware of and clear about the actions necessary to promote good attendance. The school aims to create a climate where good attendance is strived for by all students on an individual as well as group basis.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality and encourage in pupils a sense of their own responsibility.
- Create an ethos of the importance of good attendance and punctuality that is valued by the school community.
- Raise parents' and pupils' awareness of the importance of uninterrupted attendance and punctuality at every stage of a child's education.

- Monitor attendance and recognise the key role of all staff, especially class teachers, in promoting good attendance.

3. Guidelines

We will work towards our purpose by:

1. Encouraging every pupil to monitor and improve their own standards
2. Publicising attendance on termly reports to promote self-management.
3. Parents can view their child's attendance via the SIMS Parent App on a daily basis.
4. Form tutors to inform the Attendance Officer immediately if they have concerns regarding a student's number or pattern of absences (authorised or unauthorised)
5. Letters sent home regarding pupil's attendance if it falls below 95% on a half termly basis.
6. If Pupils attendance continues to fall below 95% throughout the academic year, a meeting will be arranged with the parents to discuss how to improve the situation. If low attendance persists with no rationale explanation. The school will seek advice from SPOC.

4. Registration and Lateness

Children can start arriving in school at 8.00am. The school day begins at 8.25am. Ideally the children should be in school at 8.15am so they can prepare for the school day. They need to put away their coats, lunch boxes and get settled with all their equipment and books ready for the start of the day.

The front and back doors are closed at 8.25am to ensure the safety of the children. The registers are taken from 8.25am onwards. Any student arriving after 8.30 am is considered late and will be given a 30-minute detention to be served after school on the same day.

Teachers have the responsibility to promote regular class attendance and to inform a parent/guardian when an attendance problem exists. Teachers need to explain to students that every absence is a concern since every class, lesson, and activity is important in the learning plan of each course. Learning is maximized and desirable behaviour patterns are developed when a student attends school regularly and arrives in classes punctually.

School admin must ensure that students and parents do not fall into the habit of taking time off from school for granted. Any absence must be authorised by the school based on provision of supporting evidence where appropriate or risk having the time off registered as an unauthorised absence.

5. Absence for Medical Appointments

If you child needs to attend a medical appointment, the school must be notified before the appointment date with at least one day's notice unless it is an emergency. Parents must email the school office to explain the reason for absence. It is requested that such appointments should be made, where possible, after school so as to avoid disruption to the School day for the pupil.

6. Leave

Your child can only miss school if:

- They are too unwell to attend
- You have sought permission from the school.

You should contact the school on the first day of your child's absence. When you notify us of your child's absence, it is important that you provide us with details of the reason for their absence. **A medical note must be provided when your child is off sick for more than 5 days.**

Where we have not received reasons for your child's absence then we will send a text to both parents informing you that your child is not at school requesting the reason for the absence. It is important that you contact us immediately, otherwise the absence will be recorded as an unauthorised absence.

6.1 Leave during term time

Leave during term time can be accepted if there are exceptional circumstances. It is important that the following procedure is followed and that permission is granted before the absence. You should not expect the school to agree to your child having a leave of absence, during term time. Parents do not have an automatic right to a leave of absence during term time and permission will only be given in exceptional circumstances.

To request leave during term time you must seek permission from the Head teacher. This must be done by filling in an 'Application for a leave of Absence during term time'. Please see links below:

For the Boy's School: <https://alkhairschool.org.uk/holiday-request-form-secondary-boys-school-croydon/>

For the Girl's School: <https://alkhairschool.org.uk/holiday-request-form-secondary-girls-school-croydon/>

Once completed this should be emailed into the school office and you will be informed of the Head teacher's decision as soon as possible. Please note, the Head Teacher's decision is final.

Absence from school will **not** be authorised for:

- Leave of absence requested after it has been taken
- Birthdays
- Visiting relatives
- Events including holidays paid for or 'accidentally' booked by relatives
- Financial Reasons (Cheaper bookings during term time)

When considering exceptional leave request, the following will be taken into consideration:

- The pupil's age and year group
- The time and duration of absence
- The pupil's record attendance – pupil's attendance of 95% or below is unlikely to lead to authorisation being granted
- The pupil's current levels of attainment

7. Monitoring Attendance

Our admin staff have the responsibility for ensuring that all of the attendance data is accurately recorded on the school system. Regular meetings are held with the Head Teacher to discuss all attendance concerns.

Our Attendance Officers have the responsibility for ensuring that all of the attendance data is accurately recorded on the school system. Regular meetings are held with the Head Teacher to discuss all attendance concerns. Attendance Officer will adhere to the following protocol to deal with the poor attendance.

- Daily absent/late emails will be sent out by 9:30am
- The students who have below 95% attendance ratio at the end of half term, will be sent out "Warning Letters".
- For students who remain below 95% attendance ratio at the end of the term, parents' meetings will be arranged with the head teacher to discuss their poor attendance ratio.

7.1 Looked After Children

The school is committed to helping every looked after child (LAC) to achieve to the best of their ability. The designated safeguarding lead has responsibility to oversee the welfare and progress of all LACs.

7.2 Improving Information in identifying children missing in education

The school has a responsibility to:

- Inform the Local Authority on the point of deleting a pupil's name from the admissions register under any of the fifteen grounds
- Record details of a pupil's residence, the name of the person with whom they will reside,

the date from which they will reside there, and the name of the destination school (from where they can reasonably obtain this information)

- Inform the local authority that a pupil's name is to be removed from the admission register and provide:
 - a. the full name of the pupil.
 - b. the full name and address of any parent with whom the pupil lives.
 - c. at least one telephone number of the parent with whom the pupil lives.
 - d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there.
 - e. the name of pupil's destination school and the pupil's expected start date there, if applicable
 - f. The ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- To inform the local authority within five days of registering a new pupil from a previous school (where they can reasonably obtain this information).

The school must work collaboratively with LAs when making 'reasonable enquiries' to locate a pupil if they have not returned after 10 days authorised leave or 20 days without authorisation. Advice on carrying out reasonable enquiries can be found in Children Missing Education Guidance. If there is reason to believe a child is in immediate danger or at risk of harm, a referral will be made to children's social care (and the police if appropriate).

7.3 Children with special educational needs and/or disabilities

We follow the Croydon Children and Families Partnership who have a four staged approach to intervention using the Early Help pathway. A multi-agency approach supported by the use of the Early Help Assessment (CAF) may be appropriate. At stage 3 if there is evidence of continued complex unmet needs then the lead professional/SENCO will make a referral.