

# Al-Khair Prep School

## **Attendance Policy**



<b>Approved by:</b>	Qasim Rashid	<b>Date:</b> 17th February 2020
<b>Last reviewed on:</b>	09 November 2018	Almas Iqbal
<b>Next review due by:</b>	September 2020	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:**

- **Primary – email [primaryattendance@alkhairschool.org.uk](mailto:primaryattendance@alkhairschool.org.uk) or telephone on 0208 662 8664 option 1**
- **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 Prep 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 class teacher 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.

We believe that good attendance and punctuality at the Academy are vital to the wellbeing and future prospects of all our students. Attendance and punctuality are intrinsically linked to our Academy strategy of raising achievement and aspirations. This policy provides the framework within which all staff, parents, students, carers and external agencies can contribute to the development and maintenance of a learning environment where high attendance and excellent punctuality are the “norms”.

### **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 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 will be notified of their child's attendance via the SIMS Parent App on a daily basis.
4. Class teachers 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 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 the 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 morning duas take place at 8.20am and all children are encouraged to be present for morning duas as it is a productive way to start the day. The official start of the day is 8:30am, therefore the doors and gates will be closed at that time to ensure the safety of the children. We expect all pupils to be at school on time.

Please note:

- Morning registration takes place at 8.30am and closes at 9am (whereby they will be coded on the register with a U).
- Afternoon registration takes place at 12.30pm (KS1) and 1.30pm (KS2)

Children who arrive after 8.30am - Parents **must** accompany their child and report to the school office giving their reason for lateness. This will be recorded as late on the register. Records are kept of those pupils who are late and are documented on SIMS for each pupil. Children who are persistently late miss a significant amount of learning.

The beginning of the day is where the teacher explains the learning and what each child is expected to achieve. Where there have been persistent incidents of lateness parents will receive a letter advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

Parents are not to collect their child late after school hours unless they are in an after school club for health and safety purposes.

### 5. Attendance Targets

The school will set attendance targets each year. The Head Teacher/Attendance Officer will be responsible for monitoring attendance against target.

## Our school target is: 95% Plus

### The registration system

The School will use SIMS for registers and keeping attendance records.

The following national codes will be used to record attendance information. This is in accordance with DFE coding.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence

<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years. Entries in registers are on the SIMS System and printed daily for fire drills. All corrections must be visible (no correcting fluid).

### **Register Security**

The registers are safely stored when not used to record attendance.

Teachers/Attendance Officer 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 whether for 11 plus exam preparation, holidays or any other

reason 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 your 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 as to avoid disruption to the School day for the pupil.

Holiday forms are to be filled in online via our website than authorised by the management.

## 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.

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

Leaver forms are to be filled in online via our website. The school must know where your child will be educated after they leave school as this is compulsory information from the council/government.

### 6.1 Leave during term time

The Education (Pupil Registration) (England) Amendment Regulations 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. 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 leave of Absence during term time'. Once completed the Head teacher's decision will be emailed to parents. Please note, the Head Teacher's decision is final.

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

- Holidays
- 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 holidays 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 unauthorised leave being granted
- The pupil's current levels of attainment

## 6.2 Unexplained Continuous Absence

Parents are required to inform the school regarding any absences.

### 1st Day of Absence

All students not seen at registration should be marked as an unexplained (N) absence, unless tutors have prior knowledge and proof of the reason for the absence – which should be advised to the Attendance Officer immediately. The Attendance Officer will **text** on the first day of absence if no explanation has been received.

### 3rd-5th Day of Absence

If the Attendance Officer has not received a valid reason for a student's absence over three continuous days, they will **phone** the student's parent/carer, and follow up with a text **message** within one Academy day.

### 7 Days of Absence

The school will need to follow the LA procedure regarding missing children, sending the parents a text, email letter and phone call to find out the reason for absence. If the school has no response, the Attendance Officer and the management are to do a home visit. If thereafter there is still no response a CME form will be filled in informing the LA of what the school did to find out where the child had gone, with evidence attached.

## 6.3 Persistent Absence

'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence' (Education Act 1996). Persistent absence has been defined by the Department for Education as all attendance falling below 90%. As a school we have capped attendance under 95% as a warning in regards to a child's attendance.

Penalty Notices, issued by Croydon Local Authority, will be sent to each parent/carer of student/s at the Academy who has a low attendance percentage within an academic year. The parent/carer will be sent a warning letter stating the reason for the warning being issued. The student's attendance will be monitored for a six-week period, if no improvement has been made the details will be forwarded to the Education Welfare Officer who will make arrangements for the Penalty Notice to be issued. If there has been no improvement, the parent/carer will be informed.

## 6.4 Flexi Schooling

Children are offered flexi schooling depending on exceptional circumstances. Part time students in their agreed absence will be marked as 'C' code in the register as the LA Croydon requests. The child's overall attendance will reflect any form of absence from education in accordance with the DFE.

The GOV.UK states under the Home Education Guidelines "*Pupils who are being flexi-schooled should be marked as absent from school during the periods when they are receiving home education.*" Schools are not obliged to accept such arrangements if requested by parents. If they do, then time spent by children being educated at home should be authorised as absence in the usual way and marked in attendance registers accordingly. It is not appropriate to mark this time as 'approved off-site activity' as the school has no supervisory role in the child's education at such times and also has no responsibility for the welfare of the child while he or she is at home. The

department does not propose to institute a new attendance code specific to flexi-schooling. Some schools have expressed concern that such absence may have a detrimental effect for the purpose of Ofsted inspection, but this is not the case; some schools with significant flexi-schooling numbers have had good outcomes from Ofsted inspections. Schools which have flexi-schooled pupils should be ready to discuss with Ofsted inspectors the arrangements they have in place to deal with the requirements caused by such pupils. Schools are held to account through inspection for the performance of pupils, and that will include any who attend the school as part of a programme of flexi-schooling. (see Appendix 3) .

## **7. Monitoring Attendance**

Our office/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 text messages will be sent out by 09:30am
- Weekly digest reports will be visible on the parent app every Friday.
- The students who would have below 95% attendance ratio at the end of half term, will be sent out "Warning Letters" (see Appendix 1).
- The students who would 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 (see Appendix 2).

### **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 14 days unauthorised leave.

**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**

Croydon Children and Families Partnership 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.

## **APPENDIX 1: Attendance Alert Letter**



Dear Parent/Guardian

Asalamu Alaikum Wa Rahmatullahi Wa Barakatuhu

### **Re: Full Name of Student – Attendance Alert Letter 2019/20**

Following routine monitoring of student's attendance at the school, it has been identified that (Child's Name) attendance is %.

This is below the school's attendance policy guidelines of 95% and is detrimental to your child's academic and social achievements. We accept that there may be obvious reasons for absence, such as illness, but we have a duty to inform you that your child's attendance is now below the expected percentage. If children don't attend school regularly, they may not be able to keep up with their school work. Please ensure that your child attends school regularly. If your child's attendance fails to improve, a meeting will be arranged to discuss the reason for non-attendance.

Should you require any further information or wish to discuss attendance issues, please don't hesitate to contact us at [primaryattendance@alkhairschool.org.uk](mailto:primaryattendance@alkhairschool.org.uk) or call us on 0208 662 8664 Option 1.

Your Sincerely,

**Attendance Officer**

*Al-Khair Preparatory School*

## APPENDIX 2

Asalamu Alaikum Wa Rahmatullahi Wa Barakatuhu



Dear Parent/Guardian,

Following routine monitoring of student attendance at the school, it has been identified that <LegalForename> <LegalSurname> in <RegGroup> has an attendance rate of <%Attendance> this academic year thus far.

This is below the school's attendance policy guidelines of 95% and is detrimental to your child's academic and social achievements. Therefore, the head teacher/associate head would like to have a meeting with you on (Date) to discuss your child's attendance currently and how to proceed further.

### **What is considered as poor attendance:**

*Anything below 94% is weak, under 90% is poor and if attendance dips below 85% we will have serious concerns. Below 85% is regarded as persistent absence by the DFE. In this school we are aiming for every pupil to achieve attendance levels of at least 95%. We monitor attendance and provide termly reports on each pupil's attendance. At the end of each half term we identify all those pupils whose attendance has fallen below 90% and issue a courtesy letter or make telephone call informing parents. We then monitor the pupils' attendance on a weekly basis and hope to see a pattern of unbroken weeks developing.*

Jazak Allah Khairun  
Attendance Officer

## APPENDIX 3

### Al-Khair Preparatory School Flexi Schooling



In conjunction with the Surrey County Council, we are prepared to offer your child a part-time education, to be known as flexi-schooling.

This contract is for (Student Full Name) in (Class).

#### The school's offer is:

- A flexi-school agreement where your child can come to school for a minimum of the set days of (Days).
- Opportunities where your child will also be able to attend school events such as, but not limited to, sports days, school plays, trips, etc. where they fall on non-agreed days.
- A termly meeting to discuss the flexi-schooling agreement. *(Please note that the school retains the right to withdraw this flexi-school agreement if the school feels the education of the child is not being served effectively by this agreement.)*
- Attendance recorded as a 'C' code in the register.
- No responsibility to set work for your child whilst s/he is on home based flexi-schooling. However, it would be advantageous for the home and school to liaise to discuss topics and themes on which the school is working and which could be followed during home based learning. Your child will be expected to complete any home-learning tasks set during their days in school.
- A *Tapestry* (Reception) log in to record and assess children's work on home schooled days.
- When your child leaves the school premises, they are under the total responsibility of their parent or guardian as full time elective home educated young people are.
- Parents are still required to pay full fees regardless of the days the students are flexi schooled.

#### The parent should:

- Provide suitable home education every (Days), to a high standard, to ensure your child receives alternative learning on the days s/he is not in school.
- Support effective liaison with class teachers to give advance warning of any potential absence and produce written letters to support this.
- Record, assess and share examples of work produced through home education with the school using *Tapestry* (Reception), *IXL*, *SMHW* and other means.
- Attend the school's Parent Consultation Evenings to review your child's progress in school.

- Ensure your child complies with the school policies on punctuality, uniform and code of conduct.
- Agree to meet with your child's teacher and head teacher to review the flexi-school arrangement on a termly basis.

Governors will:

- Report back to the full governing body, following discussions with the head teacher, regarding flexi-learning and home education.
- Seek advice concerning next-steps in the event of parents / guardians failing to comply with the terms of the contract.

Safeguarding & Child Protection

Staff in this school take the safeguarding of each and every child very seriously. This means that, should they have any concerns of a safeguarding nature, they are expected to report, record and take the necessary steps to ensure that the child is safe and protected. A consultation may take place with Surrey County Council (CCS) or Croydon Council. Where a child lives in a different authority the Designated Safeguarding Lead follows procedures for that authority. We have a Safeguarding Policy which is available on request and is also available on the website.

If staff have concerns or become aware of circumstances within the home that could place a child at additional risk – they would consult with any relevant agencies and seek advice about any flexi-schooling arrangements between the school and home.

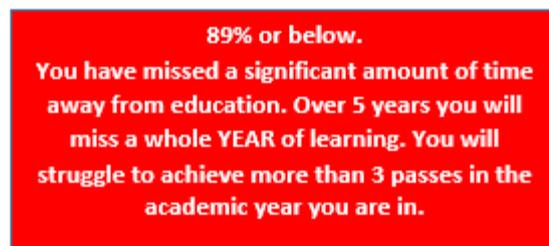
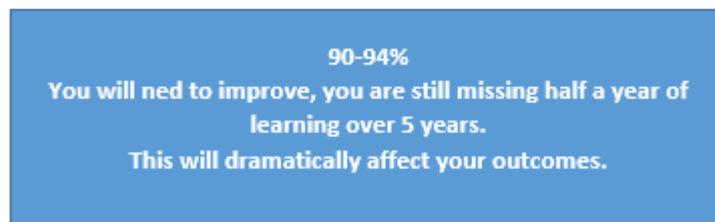
This contract is offered at the discretion of the head teacher who is satisfied that your child will benefit from a flexible schooling as described in the school's Flexi-schooling Policy.

Head Teacher signature .....

Parent/Carer signature/s .....

Date .....

## ATTENDANCE PERCENTAGE BREAK DOWN



Application for leave of Absence during Term time

Statutory guidelines from the Department for Education outline the school's responsibility in allowing holidays during term time. Therefore, Head Teacher cannot grant any leave of absence during term time unless there are exceptional circumstances.

The Head teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Please refer to the school's attendance policy prior to completing the form.

Pupils Name	
Class	
Start date of requested absence	
End date of requested absence	
Number of school days child will be absent	
Reason for absence	
Name of Parent/Guardian	
Signature	
Date	

**To be completed by school Office**

Current Attendance (%)	
Number of Lates	

<b>HEADTEACHER'S DECISION</b>	
Authorised/Not Authorised	
Signature	
Date	