

Attendance Policy

Al-Khair Secondary Schools



Approved by:	QGB	Date: 31.08.2020
Last reviewed on:	04.08.2020	Mrs Aisha Chaudhry
Next review due:	15.08.2021	QGB

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 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.

Guidelines:

We will work towards our purpose by:

- Encouraging every pupil to monitor and improve their own standards
- Publicising attendance on termly reports to promote self-management.
- Parents will be notified of their child's attendance via the SIMS Parent App daily.
- Form tutors to inform the Attendance Officer immediately if they have concerns regarding a student's number or pattern of absences (authorised or unauthorised)
- Letters sent home regarding pupil's attendance if it falls below 95% on a termly basis.
- 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 rational explanation. The school will seek advice from SPOC.

3. Registration and Lateness

The children will only be allowed to enter school premises from **8.25 am**, they will then sanitise their hands and go to their form classrooms. The front and back doors will be closed at **8.45 am** to ensure the safety of the children. The registers will be taken between **8.25 am to 8:45 am**.

Any student arriving **after 8.45 am** is considered late and will be given a 30-minute detention to be served during lunch time on the same date.

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 whether for 11 plus exam preparation 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.

4. 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 so as to avoid disruption to the School day for the pupil.

5. 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 **3 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**'. You can find this form on our website under forms tab. 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

6. Monitoring Attendance

Our admin staff have the responsibility for ensuring that all 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 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 09:45am
- 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 headteacher 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.

Attendance policy: coronavirus addendum

(Updated on 10th Feb 2021)

1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Allowing and encouraging vulnerable children to access full-time education in school
- Allowing the children of critical workers to access full-time education in school if parents/carers cannot keep them at home
- Following up on absence among any pupils who we expect to attend school

This addendum applies during the national lockdown currently in place. It sets out changes to our normal attendance policy and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents, and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on restricting attendance during the national lockdown, and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

In section 4.3 of this addendum, where we refer to 'close contact', this means:

➤ Face-to-face contact, including:

- Being coughed on
- A face-to-face conversation within 1 metre

➤ Being within 1 metre for 1 minute or longer without face-to-face contact

➤ Sexual contact

➤ Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)

➤ Travelling in a small vehicle or a plane

This definition is from the DfE's [guidance on restricting attendance during the national lockdown \(linked above, page 24\)](#).

3. Pupils eligible to attend school during national lockdown

3.1 Vulnerable children

We expect all vulnerable children to attend school. In particular, children with a social worker are expected to attend due to their safeguarding and welfare needs.

The definition of vulnerable children includes those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including:
- Looked-after children
 - Children with a child in need plan
 - Children with a child protection plan

- Have an education, health and care (EHC) plan
- In need of support for their mental health

Parents/carers must inform the headteacher/designated safeguarding lead if their child:

- Falls into one of the categories above (and is therefore expected to attend school) but parents/carers wish for their child to learn from home
- Has had a change in circumstances, which means their child now falls into one of the categories above
- Does not fit into one of the categories above but parents/carers have concerns that their child is otherwise vulnerable

3.2 Children of critical workers

Parents/carers who are critical workers **should keep their child at home if they can**. If this is not possible, children of critical workers are able to attend school.

Critical workers are those whose work is critical to the coronavirus and EU transition responses, including parents/carers who work in:

- Health and social care
- Education and childcare (including social workers)
- Key public services (including the justice system, religious staff, charities delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting)
- Local and national government who are involved in delivering the coronavirus response, EU transition or essential public services
- Food and other necessary goods
- Public safety and national security
- Transport and border (including transport systems through which supply chains pass, and the construction and operational support of critical transport and border infrastructure through which supply chains pass)
- Utilities, communication and financial services

A more detailed list of critical workers is available on the government website [here](#).

Parents/carers that qualify must notify the school if they wish for their child to attend, by sending notification to secondary@alkhairschool.org.uk

We will request evidence from parents/carers of their job role. This could be an ID badge, a letter provided by your employer which confirms your critical worker status, a payslip or contract.

4. Where 'not attending in circumstances related to coronavirus' applies

For the 2020/21 academic year, there is a new category of non-attendance to capture circumstances where pupils cannot attend school due to COVID-19: 'Not attending in circumstances related to coronavirus'.

This applies where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission

- Prohibited by any legislation or statutory directions relating to the incidence or transmission of coronavirus

For example:

4.1 Pupil is not eligible to attend school and must stay at home

Pupils that do not fit into an eligible group (see section 3) must follow public health advice and not come into school.

4.2 Pupil due to attend school develops symptoms or lives with someone who develops symptoms

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test result.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (e.g. with a different illness).

If the symptomatic person, the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

4.3 Pupil due to attend school or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible by sending an email to Mr Usman Ahmed at usman.ahmed@alkhairschool.org.uk and at secondaryattendance@alkhairschool.org.uk.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms (i.e. the day the symptoms started and the next 10 full days), and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household tests positive, the pupil must self-isolate for 10 days from the onset of the household member's symptoms (as above, the isolation period includes the day the symptoms started and the next 10 full days).

If a 'close contact' of the pupil tests positive, the pupil must self-isolate for 10 days from the day after the pupil last met with the 'close contact' who received the positive result (i.e. the isolation period includes the date of the last contact and the next 10 full days).

See the definition for 'close contact' in section 2 of this addendum.

4.4 Pupil due to attend school is required to shield

Shielding is in place during the national lockdown. Pupils who are clinically extremely vulnerable should not attend school.

5. Remote learning provision

The school will provide access to remote education for pupils not attending school for the scenarios included in the section above, or other examples that come under the category of 'not attending in circumstances related to coronavirus'.

Our expectations regarding remote education, e.g.:

- We will monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

6. Recording attendance of all pupils

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Not attending in circumstances related to coronavirus

See appendix 1 for the relevant absence codes and when we will use them.

7. Following up on absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer via SIMS.
- Notify their social worker, where they have one

Parents will not be penalised if their child does not attend school during this period.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated, and as a minimum every term during term time by the head teacher.

At every review, it will be approved by the governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's [guidance](#) on restricting attendance during the national lockdown, and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is not eligible to attend school and is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker (and therefore eligible to attend school) but is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker attending school part-time, and not expected to attend this session
C	Leave of absence authorised by the school	Pupil is a child of a critical worker and expected to attend the session, but has not attended (and there isn't another authorised absence code that is more applicable)
C	Leave of absence authorised by the school	Vulnerable pupil is eligible for a place in school but their parent/carer wants them to learn from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they have symptoms or live with someone who has symptoms, and are waiting for their test results
I	Illness	Pupil due to attend school remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil due to attend school has to continue to self-isolate because they tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because someone they live with tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they are a close contact of someone who tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is required to shield

