

Al-Khai Primary school & Early Year

Attendance Policy



Approved by: Sajad Akram

Date: 23rd October 2020

Last reviewed on: 12th September
2021

**Next review due
by:** 01st September 2022

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 and Nursery – email admin.oldbury@alkhairschool.org.uk**

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 class teacher (Primary and nursery) 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 a 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 a 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.
- Introduce end of term incentives for 95%+ attendance (recognise/reward via EOT assembly)

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. Notify the parents of the child's attendance – by text on the same day, by weekly digests and termly reports.
4. Class teachers (Primary and nursery) 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%.
6. If Pupils attendance continues to fall below 95% throughout the academic year, a meeting will be arranged with the parents. The Head Teacher has the discretion not to allow a pupil to progress to the next year group. This applies at each and every stage throughout the school.

4. Registration and Lateness

4.1 Primary:

Children can start arriving in school at 8.15am. The morning duas take place at 8.30am 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 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.
- Afternoon registration takes place at 1.30pm for Primary

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 recorded in the documented on the School records for each pupil. Children who are persistently late miss a significant amount of learning.

In Primary it is often the most important aspect, as 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.

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 administrators 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 or phone 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 either make a call or send a text message to both parents informing you that your child is not at school and ask the reason for their 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 leave of Absence during term time'. Once completed this should be handed/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:

- 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 authorisation being granted
- The pupil's current levels of attainment

6.2 Flexi-schooling

Flexi-schooling-

In conjunction with the Sandwell Local Authority, 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 'B' 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.
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- 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 *IXL, SB 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.

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 call will be made to the parents by 9.30am.
- Weekly digest reports will be emailed to the parents by the end of every week.
- The students who would have below 95% attendance ratio at the end of half term, will be sent out "Warning Letters".
- The students who would 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

Sandwell 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.

Exemplar letter:

Asalamualaikum,

Dear [insert parent/carers name]

Re: Attendance warning letter

Following routine monitoring of student attendance at the school, it has been identified that [insert child's name] attendance is [insert percentage].

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 do not attend school regularly, they may not be able to keep up with their schoolwork.

Please ensure that your child attends school regularly. If your child's attendance fails to improve, a meeting will be arranged to discuss the reasons for non-attendance.

Should you require any further information or wish to discuss attendance issues, please do not hesitate to contact the school on 01215442361

Jazakallah Khair Yours

Sincerely

Headteacher

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 teachers 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	
Latest Educational Attainment (%)	English: Maths:

HEADTEACHER'S DECISION	
Authorised/Not Authorised	
Signature	

Date	
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