

# Attendance Policy

## Al-Khair Secondary Schools



<b>Approved by:</b>	GB	<b>Date:</b> 30.09.2022
<b>Last reviewed on:</b>	15.09.2022	Mr Gareth Thomas/Ms Fatima Bukhari
<b>Next review due:</b>	15.09.2023	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](mailto:secondaryattendance@alkhairschool.org.uk) and cc [secondary@alkhairschool.org.uk](mailto: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.
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### 3. Registration and Lateness

**8.25 am.** : Children will be allowed to enter school premises. **They will** go directly to their form classrooms.

**8.45 am:** The front and back doors will be closed at to ensure the safety of the children.

**8.25 am to 8.45 am.:** The registers will be taken between

Any student arriving **after 8.45 am** considered late and will be given a de-merit.

Teachers have the responsibility to

- promote regular class attendance and to inform a parent/guardian when an attendance problem exists.
- 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.

Any absence must be authorised by the school based on the provision of supporting evidence where appropriate or risk having the time off registered as an unauthorised absence.

### 4. Absence for Medical Appointments

- Medical appointments should be made, where possible, after school to avoid disruption to the School day for the pupil
- The school must be notified at least one day in advance of a medical appointment date, unless it is an emergency.
- Parents must email the school office to explain the reason for absence.

### 5. Leave and Exceptional Leave Requests.

Your child should only miss school if:

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

Parents should contact the school on the first day of your child's absence.

Please provide 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 permitted for exceptional circumstances subject to individual requests and circumstances. 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 by filling in an **'Application for a leave of Absence during term time'**.

This form is available 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

- Admin staff ensure 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 Officers ensure 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 using 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.

### **8. 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







