

# Al-Khair Prep School

## Attendance Policy



<b>Approved by:</b>	GB, AI, TR	<b>Date:</b> September 2023
<b>Last reviewed on:</b>	September 2023	
<b>Next review due by:</b>	September 2024	GB

## **ATTENDANCE POLICY**

### **1. Aims**

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. At Al Khair, we recognise the potential effect absences can have on a child's welfare and their academic, social, and emotional progress. We expect all children to attend every day when the school is open, if they are fit and healthy enough to do so. We do all we can to encourage and support good attendance, including making school a happy and rewarding experience for our pupils. As part of our safeguarding duties, we closely monitor absences

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. To make academic and social progress, students must attend school. The class teacher has the main responsibility for monitoring student attendance.

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. A 90% attendance level is the equivalent of missing 4 weeks of school in an academic year or a whole year of education if this continues throughout a child's primary and secondary education.

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.

### **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.

### **3. Roles, Responsibilities and Procedures**

It should be clear that attendance is regarded as the responsibility of pupils, parents, and all staff, who will work in partnership to ensure regular attendance so that pupils can reach their potential. 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.

#### **Pupils should:**

Make sure they arrive at school by 8.20am and come prepared for the school day.  
Take full advantage of all opportunities offered in school.  
Bring any worries or difficulties to the attention of an adult.

## **Parents should:**

Help your child develop good habits from an early age by taking responsibility for them arriving at school by 8.20am and achieving good levels of attendance

Arrange dental and doctor's appointments out of school hours or during school breaks whenever possible.

Not keep children off school for minor ailments

Ring the school before 8.30am on the first morning of an absence to let us know the reason for the absence and when the child is likely to return to school.

Send children in for afternoon sessions if they are feeling better.

Follow school procedure by not allowing pupils who have vomited or who have diarrhoea to return to school until 48 hours after the last episode to prevent infection.

Ensure that pupils do not take time off school for any of the following reasons:

To translate for family or friends.

To visit relatives.

To go shopping.

To go to the airport.

To look after siblings.

To sleep in after a late night

Exam study (including 11+)

Such absences will be recorded as **Unauthorised**.

Talk to your child about any issues that may be making them want to miss school

Do not allow your child to persuade you to into making excuses for him/her

Accept the support offered by the school and the Attendance Welfare Adviser to work together on resolving any attendance issue, including attending any meetings that have been arranged.

Refrain from requesting leave for pupils during term time, other than in exceptional circumstances

## **The school will support good attendance by:**

Communicating the importance of good attendance through:

Parents' newsletters

Pupils' end of year reports and parent consultations

Student Achievement Awards

Treat at the end of term

Acknowledging and rewarding good attendance

Operating a first day calling policy to contact parents who have not called the school to inform us of their child's absence. This is to ensure the child is safe.

Call or text or email parents each day of their child's absence to gain an update and to request medical evidence

Safeguard pupils by following up unsubstantiated and unauthorised absences with parents

Implementing a return to school plan where a child has been absent from school for a long period of time (for example as the result of an operation or serious illness)

Monitoring each child's attendance and contacting parents should concerns arise.

Analysing attendance data weekly to identify patterns, set targets and inform policy and practice.

Providing excellent levels of care and guidance for pupils and parents, to support families experiencing difficulties.

## **The Governors will support good attendance by:**

Ensuring that the school meets its legal responsibility to take an attendance register at the start of the morning and afternoon session and uses the statutory registration codes when coding pupil absences.

Setting annual attendance targets

Tracking attendance levels and holding senior leaders to account for meeting the targets set

#### **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 AIMS for registers and keeping attendance records.

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

#### **6. 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.

## **7. Incentives and Rewards**

The school will recognise good and improved attendance

## **8. Types of Absence**

Every half day absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised:

### Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification and the necessary evidence from a parent or guardian.

Examples of authorised absence include:

- Illness
- Emergency medical/ dental appointment
- Bereavement of close family
- Attendance at secondary school interviews
- Emergency in the family
- Religious holidays

### Unauthorised Absence

These are absences which the school does not consider reasonable and for which no leave has been given. This type of absence can lead to the local authority considering the use of legal sanctions.

### Persistent Absenteeism

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need parent's fullest support and cooperation to tackle this.

We monitor all absences and the reasons given thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

## **9. 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.

## **10. 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 contact 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.

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

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)
- Exam Study (11+)

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

## **8. 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 academic 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.

## **9. 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 regarding 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.

### **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. The 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).

### **Fines**

- Each day of unauthorised absence the parent will be fined £50 per child
- Children who are late to school, parents will be fined £10 after 8.30am, we have been very generous in allowing parents to drop off anytime between 8 and 8.30. There is no reason for any child to be late.
- Late collection of children there will be a £10 fine for any collection after 3.45 for after school care.

A meeting will be held with the parents, to discuss the absence and the reason for issuing the fine.

### **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.

## **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 of 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).

### **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 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.

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.

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 Aims Parent App on a daily basis.

Class teachers 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 MASH.

## **5. Attendance Targets**

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

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

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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.

### **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.

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## **APPENDIX 1 – NHS GUIDANCE**

Chicken Pox	Stay off school until blisters have all crusted over or skin has healed – usually 5-7 days from the onset of the rash.
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Conjunctivitis / Ringworm	Seek medical advice.
Diarrhoea and/or Vomiting	Stay off school for 48 hours (24 hours after last bout & 24 hours for recovery). Ensure your child understands why they must wash their hands frequently.
German Measles / Rubella	Return to school 6 days after the rash appears, but advise the school immediately as pregnant staff need to be informed.
Head Lice	Please refer to Head Lice Policy.
Impetigo	Stay off school until the sores have crusted over and healed, or 48 hours after commencing antibiotic treatment.
Measles	Stay off school for 4 days after the rash appears.
Mumps	Stay off school for 5 days after the swelling appears.
Scabies	Your child can return to school once they have been given their first treatment, although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.
Scarlet Fever	Return to school 24 hours after starting the appropriate antibiotic treatment.
Slapped Cheek	No need to stay off school (infectious before rash), but advise the school immediately as pregnant staff members need to be informed.
Whooping Cough	Stay off school until 5 days of antibiotic treatment has been given or 21 days from onset of the illness if no antibiotic treatment has been prescribed.
Shingles	Stay off school only if the rash is weeping and cannot be covered. Advise the school immediately as pregnant staff members need to be informed.

## APPENDIX 1: Attendance Alert Letter



Dear Parent/Guardian

Asalamu Alaikhum Wa Rahmatullahi Wa Barakatuhu

### Re: Full Name of Student – Attendance Alert Letter 2023/24

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 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 [primary@alkhairschool.org.uk](mailto:primary@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.

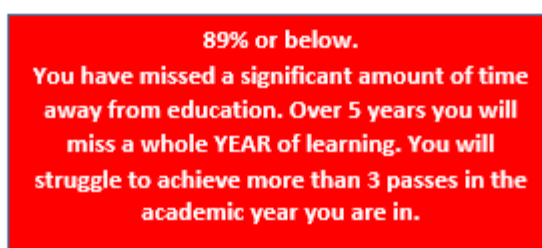
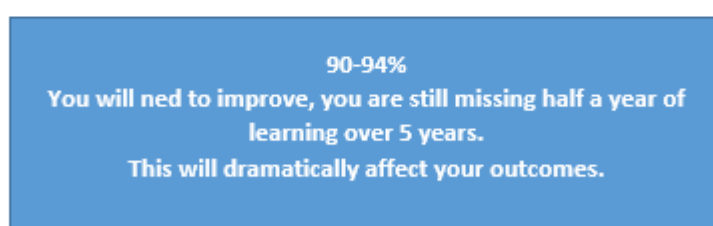
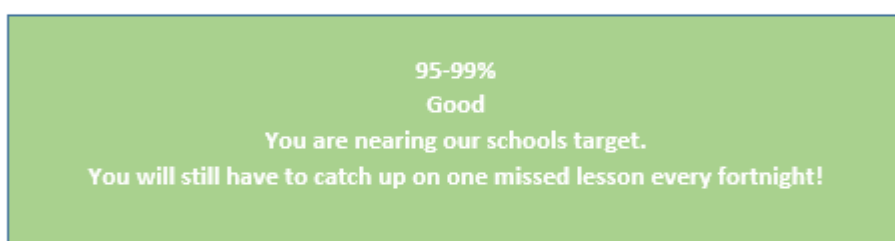
### **What is considered as poor attendance:**

*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 calls 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

### 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, the 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.

Parents must completed the below form or use the following link to complete online

<https://alkhairschool.org.uk/holiday-request-form-preparatory-school-croydon/>

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	

