

Bismilahir-Rahmanir-Rahim

IQRA SLOUGH ISLAMIC PRIMARY SCHOOL  
(ISIPS)  
Attendance Policy

We Learn, We Lead, We Inspire

Review Date.....18<sup>th</sup> April 2018.....

Signature...  .....

Frequency of Review.....Annual.....

Next Review Date.....April 2019.....

# Iqra Islamic Primary School

## Policy on Attendance

### Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. Statistics show a direct link between under-achievement and poor attendance. As a school we strive to support families and pupils to encourage and promote excellent attendance.

Attendance and attendance patterns are systematically monitored and followed up in accordance with our Safeguarding Policy. However, permitting absence from school without a good reason is an offence by the parent/guardian.

Under the Education (pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are absent at the start of both the morning and the afternoon sessions of the school day. The register will be coded to indicate authorised or unauthorised absences.

Each year, Attendance Targets are set for the whole school and across the Borough. These targets are based on previous results and inspections with the aim of improving attendance. The Local Authority is involved in helping to ensure school targets are met both within the school and locally across the Borough. Current target for Iqra Primary School is 96.0%.

### Definitions:

#### 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 from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence and it is considered the reason is an appropriate and valid reason for the child to be kept *off* school. On occasion unavoidable causes can be considered as valid; however, parents/guardians must notify school of circumstances

#### Unauthorised Absence

When the absence is without good reason and without the permission of parent/guardian and/or school. Therefore a child maybe away without good reason supported by the parent/guardian but NOT the school.

The school has the right to code an absence they feel is due to unreasonable grounds as UNAUTHORISED. Also the school has the right to refer unauthorized absences to social care.

Examples include: Absences which are unexplained, parents keeping children off when it is avoidable, truancy before/during the school day, late arrival after the register closes, leave for holiday

### **Punctuality**

Registration is at 8.45am. Children are expected to arrive at school between 8.30 and 8.40am. The school gate closes at 8.45am. Any pupil arriving after 8.45am will be considered as late and must register in the office. A number of lates will result in a meeting between staff and the parent.

### **Child being absent:**

#### **Parental responsibility**

A parent/guardian **MUST** ring or contact school office staff on the first morning of absence with a reason and when the child is expected to return. If the illness is prolonged, it is important to keep school informed. Under special circumstances, school can liaise with home to ensure the child receives some school work to keep up to date.

NB It is advisable to arrange Doctor/Dentist appointments out of school hours, however, if it is unavoidable, please let the office staff know so they can ensure the absence is authorised and correctly coded.

#### **School's Responsibility**

When a child is absent unexpectedly, the Class Teacher will record the absence as in the register as unauthorised. The Office staff will endeavor to contact the parent/guardian through the "First Response" procedure, whereby an officer from the attendance team will call home to find out the whereabouts/safety of the child.

#### **Leave of Absence**

There is no entitlement to time off in term time. Leave of absence during term time is no longer allowed, however, under extenuating circumstances it can be permitted **ONLY** under very exceptional circumstances at the discretion of the Head teacher. Advice may be sought from the Attendance Service at Slough borough Council if deemed necessary.

Parent's/Guardians **MUST** complete a "Leave of Absence" form at least one month in advance, requesting time off and fully explaining the circumstances with **PLANNED** dates of the journey. The Head teacher will return his/her decision in writing usually within a few days.

Absence/s taken which are not authorised could be liable for:

- i) A fixed penalty notice issued by the Local Authority – Recently revised by Government and Local Authority September 2013. Amendments to the 2007 Penalty Notice Regulations have reduced the timescale for paying a penalty notice. Fines must now be paid as £60 per parent per child within 21 days or £120 per parent/per child within 28 days. The Local Authority have revised the threshold when penalty notices can be issued, whereby a fine will now be issued if a child has accumulated 5 days of

unauthorised absence in a 12 week period. For unauthorised holiday leave no warning is required.

- ii) A child losing their school place- if this happens parents/guardians will be advised to register their child with Admissions at Slough Borough Council based on the Central Admissions Procedures.

(Failure to pay a fixed penalty notice will lead to legal action)

### **Repeated Unauthorised Absences**

If a child presents with a number of unauthorised absences, parents/guardians will in the first instance be asked to visit school to meet with the Attendance Officer to discuss ways of reducing the absences. If the situation does not improve the Local Authority (LA) Attendance Officer will receive a referral from the Attendance Team and a letter will be sent home by the LA Attendance Officer. Should absences continue the LA Attendance Officer will meet with the parent/guardian and an agreement signed with targets to help improve attendance. However, if the targets are not met, this may result in further meetings and eventually legal action against the parent/guardian. This will be seen as a failure to accept responsibility for sending their child to school on a regular basis.

### **Rewards**

Weekly- Award cup for the best attending class in Key stage 1 and 2 based on weekly figures. Classes achieving 100% attendance i.e. all pupils attending in a class for a whole week receive an additional reward.

Termly- Certificates are awarded for 100% and improved attendance to celebrate and encourage attendance

Yearly- 100% attendance /improved attendance certificates are given out with prizes for the 100% attenders at the End of Year assembly

Yearly Reports- will show the child's attendance. 99% and above is excellent, 95% and above is Good, 90%-94% satisfactory, less than 90% poor, and 85% and less is very poor

### **Monitoring and Review**

It is the responsibility of the Governors and Senior Leadership Team to monitor overall attendance. Regular reports will be requested by the Governing Body to ensure they are kept informed of progress

Where there are changes in legislation, local procedures or school procedures, the School Attendance Officer will inform parents/guardians of changes.

The school Attendance Team meet with the LA Attendance Officer weekly to review and monitor attendance for pupils with absences. It is the responsibility of the School Attendance Team to keep the Head teacher informed of any concerns and to work alongside the LA in ensuring attendance for each pupil is improved if action is deemed necessary. Written records of meetings and actions will be kept by the school.

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School Staff are committed to working with parents as the best way to ensure as high a level of attendance as possible which in turn ensures a good education for their child.

Revised by: Head, Staff & Governors: \_\_\_\_\_