

School Attendance Policy

Al-Noor Voluntary Aided Primary School



Approved by:	Governing Board	Date: January 2020
Last reviewed on:	N/A	
Next review due by:	November 2023	

1 Introduction

- 1.1** We believe that every child needs to be given the best opportunity to achieve at school. We believe that good school attendance is necessary for this.
- 1.2** If a child is often absent from school it has a deleterious effect on his/her development, academic progress and levels of concentration and motivation as well as causing disruption to the rest of the class. It is a simple exercise to see that:
- 90% attendance over a school year = 4 weeks' absence that year;
 - 90% attendance over 5 years of schooling = half a year's absence (20 weeks);
 - 90% attendance over a 10 year school career = one year of missed education (40 wks)
- 1.3** We believe it is our duty to do all we can to enforce good attendance and encourage parents to consider the effects of school absence on their children's welfare.
- 1.4** This policy has been written with reference to the statutory regulations detailed in School attendance Departmental advice for maintained schools, academies, independent schools and local authorities, DfE, October 2014. This is based on the following statutory instruments:
- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
 - The Education (Pupil Registration) (England) Regulations 2006
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2010
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2011
 - The Education (Pupil Registration) (England) (Amendment) Regulations 2013

2. Procedures

- 2.1** Teaching Assistants in all classes, or in their absence the class teacher, take the register each day in the morning and in the afternoon.
- 2.2** A pupil who arrives late but before the register has closed will be marked as late, Parents will need to sign them in using the inventory signing in system.
- 2.3** The morning register closes at 8.30am and the afternoon register closes at 1.30pm. Any child coming to school after this time will be entered as an unauthorised absence and their parent will be asked to sign them in using the inventory signing in system
- 2.4** Registers must be taken before going to assemblies and on Thursday mornings, in the playground/park, before entering the school building, and digitised upon entry to school after tag rugby/races.
- 2.5** The codes used in registers are depicted in appendix 1 to this policy.
- 2.6** The school uses integris online register system; each class has its own tablet with which they take attendance, alternatively they can use classroom computers to do so. In the event of internet or computer failure – printed class list registers are available from the school office.

- 2.7 Each class attendance list will be printed off at 8.35am and 1.35pm in case of emergency evacuations by the school office. Late-comers will be signed in by parents

3. Absences

- 3.1 No authorised absence will be permitted in term time,
- 3.2 If unauthorised holiday leave is taken a penalty notice will be issued per parent per child if paid within 60 days this will be £60 otherwise £120,
- 3.3 All medical appointments need to be booked outside of school hours where ever possible,
- 3.4 No leave will permitted just before or after the school holidays.
- 3.5 Parents are requested to call the school to explain absences on the first day of an absence and on each day of an absence thereafter. If a call is not received the school attendance officer Ms N.Afzal will call home or send a SMS requesting the reason for the absence
- 3.6 Parents are expected to provide medical evidence for a continued absence of five days or more

4. Reporting to Parents

- 4.1 The school is required to take legal action against the parents of any child whose attendance is poor such as penalty notices, parenting orders, parenting contracts or even prosecution.
If a pupil's attendance drops to **95%** at any time, parents will be informed in writing and requested to avoid any further drop.
- 4.2 If the attendance rate continues to drop and reaches **92.5%**, parents will be written to by the school Attendance officer Ms N.Afzal warning them of the possibility of fines. Also requesting further absences will require supporting evidence in addition to a school letter explaining the absence.
- 4.3 If the attendance rate drops to **90%** parents will be requested to meet immediately with the deputy head teacher and they will be warned and notified if a further drop occurs school will contact the education welfare officer. They will also be asked to provide evidence of all future absences.
- 4.4 If attendance drops to **85%** we will write to tell them we are issuing a penalty notice if no improvement made
- 4.5 Penalty notice issued for further absences with no evidence.

- 4.5 The following categories of absences require the school (the School Attendance Officer after consulting with the Headteacher) to contact the local Education Welfare Services Department without resort to the above
- Pupils who have been absent without authorisation for ten days or more;
 - Pupils who are about to be deleted from the admission register due to withdrawal for any reason
 - Pupils who have been withdrawn by parents because they no longer live locally;
 - Pupils suffering serious long-term illness;
 - Pupils in custody;
 - Pupils who have been permanently excluded.

5. Parental Role

- 5.1 It is essential that, as far as possible, pupils maintain full attendance throughout their programme of study.
- 5.2 It is also important that parents discuss any problems regarding attendance with their pupil's class teacher or the headteacher, who will be able to offer advice and guidance.
- 5.3 Parents must report any forthcoming absences due to appointments in advance in a letter to the school office.
- 5.4 Parents must report any sudden illnesses by ringing or emailing the school office in the morning of the absence on 0208 597 7576 / absences@al-noorprimary.org.uk explaining the reason for the absence.
- 5.5 Parents must apply for leave of absence due to exceptional circumstances in writing to the headteacher and wait for a reply before making bookings and arrangements (see para 6.1).
- 5.6 School attendance is also important because the law requires it. Parents are legally responsible for making sure their child/ren get/s a full time education. For most people this means registering the child at school and making sure they attend. Failing to ensure children's regular attendance at school is a legal offence.

6. Acceptable reasons for pupil absence

- 6.1 *Illness*
Parents are expected to provide medical evidence for a continued absence of five days or more.
- 6.2 *Medical appointments*
Parents are expected to arrange appointments as much as possible during school holidays, at weekends or after school hours. There will be times when this isn't possible but parents are requested to try to give as much advance warning as possible and take the appointment letter or card into school.

6.3 *Religious festivals*

The school is closed during all Muslim, National & Christian holidays and national and Christian ones. Pupils from other religions will be given no more than 3 days leave for each religious festival requiring absence.

7. **Holidays**

7.1 Redbridge Local Authority state that leave of absence during term time should not be granted unless in the most exceptional of circumstances. Governmental legislation informs this view. Holidays during term time are not permitted at Al-Noor Primary School but discretion (of the headteacher) will be applied to requests for leave in genuinely exceptional circumstances. Leave of absence taken without the headteacher's permission could result in a penalty notice. If the headteacher grants a leave request it will be for the headteacher to determine the length of time that the child can be away from school

8. **Punctuality**

- 8.1 If a child arrives late (after 8.10am) 3 times in a 3 week period parents will receive a phone call from the school
- 8.2 If a child arrives late (after 8.10am) 5 times in a 5 week period parents will receive a letter from the school to notify them
- 8.3 If a child is arrives late (after 8.30am) 7 times in a 6 week period a Penalty notice is issued.

9 **Child missing from education**

- 9.1 A child going missing from education is a potential indicator of abuse or neglect. Staff members must carefully follow the school's procedures, as outlined here and in the pupil attendance policy, for dealing with children that are absent for long periods, or are absent without explanation, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.
- 9.2 The law requires the school to have an admission register and an attendance register. All pupils will be placed on both registers. The school will place pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupils will attend the school. If a pupil fails to attend on the agreed or notified date, the school will notify the local authority at the earliest opportunity to prevent the child from going missing from education.
- 9.3 The admission register will be kept accurately and up to date. The school will regularly encourage parents to inform it of any changes whenever they occur to help the school and local authority when making enquiries to locate children missing education.
- 9.4 The school will monitor attendance and address it when it is poor or irregular.

- 9.5 Where a parent notifies the school that a pupil will live at another address, the school will record in the admission register:
- the full name of the parent with whom the pupil will live;
 - the new address; and
 - the date from when it is expected the pupil will live at this address.
- 9.6 Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools will record in the admission register:
- the name of the new school; and
 - the date on which the pupils first attended or is due to start attending that school.
- 9.7 The Pupil Attendance Officer, will inform the local authority, as soon as the school is informed and before deletion, of any pupil who is going to be deleted from the admission register under any of the fifteen grounds listed in the regulations¹, including if the child:
- has been taken out of school by his/her parents and is being educated outside the school system e.g. home education;
 - has ceased to attend school and no longer lives within reasonable distance of the school;
 - has been certified by their GP, consultant physician or hospital, as unlikely to be in a fit state of health to return to school before the end of year six; or,
 - has been permanently excluded.

This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

- 9.8 The Pupil Attendance Officer, will also inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days, as close as conveniently possible to the 10th day of absence. The CME referral form must be completed and emailed to:

Peter Barclay or Chris Truelove
Child Missing in Education Department
London Borough of Redbridge
cme@redbridge.gov.uk
Tel 0208 708 3838/0208 708 6047

- 9.9 When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- 9.10 The school will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii). The school will also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

¹ The Education (Pupil Registration) (England) Regulations 2006

9.11 The school will also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made. When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil. The contact details are: London Borough of Redbridge Admissions Team, Email admissionsandawards@redbridge.gov.uk

10. Monitoring and Review

The headteacher monitors and reviews this policy. Summary absence data is gathered from attendance data and these statistics are carefully tracked:

10.1 The proportion of authorised absences for the previous academic year (whole year, first two terms)

10.2. The proportion of unauthorised absences for the previous academic year (whole year, first two terms)

10.3. The proportion of total absences for the previous academic year (whole year, first two terms)

10.4. The proportion of total absences due to illness and for holidays for the previous academic year (whole year, first two terms)

10.5 The proportion of pupils absent for 10% or more over the first two school terms and the whole year, in the previous academic year (the percentage of persistent absentees at the school)

10.6 The reasons for persistent absences for the previous academic year (whole year, first two terms)

10.7 The proportions of overall absence for each pupil characteristic group: gender, SEND, ethnicity, FSM, first language, year group for the previous academic year (whole year, first two terms)

10.8 The proportions of overall absence for each pupil characteristic group for the previous academic year (whole year, first two terms): gender, SEND, ethnicity, FSM, first language & year group

This policy will be reviewed every three years or as the need arises, for example due to changes in legislation.

Review Date: November 2023

Version History	Date
PAP.19-20.1	28/01/20

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day