

School Attendance Policy

Al-Noor Voluntary Aided Primary School



Approved by:	Governing Board	Date: October 2025
Last reviewed on:	October 2025	
Next review due by:	October 2026	

Children that excel at Al-Noor Primary School attend school every day, punctually and ready to learn.

1. Introduction

- 1.1 We believe in giving every child the best opportunity to achieve highly at school and that good school attendance is essential for this.
- 1.2 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.
- 1.3 If a child is often absent from school it has a damaging effect on his/her development, motivation, levels of concentration and academic progress. It is shocking to note that:
 - 90% attendance over a school year = 4 weeks' absence that year;
 - 90% attendance over 7 years of schooling = almost a year's absence (28 weeks);
- 1.4 This policy has been written with reference to the statutory regulations detailed governmental advice on school attendance¹

2. Expectations and daily routines

- 2.1 The school gate opens at 7.45am daily. The school day begins at 8:00am and ends at 3.00pm daily. A senior leader will be at the school gate meeting and greeting children and parents in the mornings.
- 2.2 The school gate closes at 8.05am daily. Pupils arriving after the gate has been closed are required to enter the school through the school office and parents are required to sign their child in, using the school's electronic signing-in system.
- 2.3 Class staff take the register each day in the morning and in the afternoon. The attendance register is a legal record that is completed according to legal requirements.
- 2.4 Registers are taken before morning assembly on Mondays for KS2 classes. Tag Rugby is played in the playground/park on Wednesday mornings throughout half terms 4, 5 and 6 for years 1 to 6. Registers are taken in the playground/park and digitised upon entry to school after Tag Rugby.
- 2.5 The codes used in registers are depicted in appendix 1 to this policy.
- 2.6 The school uses Integris' online attendance register; each class has its own tablet on which staff record attendance. Alternatively, staff use classroom computers too. In the event of internet or computer failure, printed class lists are available from the school office on which to record attendance and transfer to Integris later on.

¹ Working together to improve school attendance, Guidance for maintained schools, academies, independent schools and local authorities, August 2024.

- 2.7 Each class attendance list is printed off after the register closes, to be used in the case of an emergency evacuation. The attendance log on the school's electronic signing-in system is also printed.
- 2.8 The morning attendance register closes at 8.30am and the afternoon register closes at 1.30pm. Pupils who arrive late but before 8.30am (or 1.30pm) are marked as late in the attendance register. The attendance of children coming to school after these times has to be recorded on the attendance register as unauthorised absences this is why their parents are required to sign them in at school, using the electronic signing in system in the school's reception area.

3. Absences

- 3.1 No authorised absence is permitted in school term time. School term dates are sent to parents in advance of each academic year and made available on the school website for parents to refer to at any time.
- 3.2 No period of leave, whether for holidays or other reasons, is permitted during school term time. Leave will also never be permitted just before or after a scheduled school holiday.
- 3.3 If unauthorised leave is taken during school term time, a penalty notice will be issued per parent per child.
- 3.4 All medical appointments should be booked outside of school hours whenever possible, to avoid all unnecessary absences and disruption to learning. In the event of an unavoidable absence due to a medical appointment, evidence of the appointment must be provided to the school office in advance of the appointment.
- 3.5 Parents are required to call the school to explain absences on the first day of an absence and on each day of absence thereafter. If a call is not received by the school, the school attendance officer, Ms N. Afzal, will call home or, if she cannot make contact with parents, she will send a text message or email to the phone numbers or email addresses provided requesting the reason for the absence. In the event that there is no response, emergency contacts will also be contacted.
- 3.6 Parents are expected to provide evidence of illness, for a continued absence of five days or more.
- 3.7 The school has a local authority appointed Education Welfare Officer, whose role is to support the school in ensuring no child is unnecessarily absent and all children have an excellent school attendance record. The Education Welfare Officer also conducts home visits where parents have not made any contact with the school to provide reasons for an absence.

4. Working with Parents

- 4.1 The school is required to take action to improve the school attendance of any child whose attendance is poor. For this reason, it writes to parents to alert them about their child's

attendance record if it drops to concerning levels. The school will issue colour coded letters at the end of each term to inform parents of their child's latest attendance figures. A red letter would be used for an attendance rate below 90%, an amber letter for an attendance rate between 91% - 95% and a green letter for 96% - 100%

- 4.2 If there is no improvement in the second term and attendance has fallen further the Attendance Officer will write to parents reminding them of the school's expectations for pupil attendance. The school will consider the individual circumstances of each case and offer parents support to help improve their child's attendance where appropriate. Parents will also be informed that further supporting evidence may be required for all future absences, in addition to the usual school letter/email to explain the absence.
- 4.3 If a pupil's attendance drops to amber before the first letters in an academic year are sent to parents, at the end of the first term, the school will notify parents and ascertain the reasons for this. Parents will be reminded of the need to ensure their child attends school regularly.
- 4.4 If the attendance rate continues to drop and reaches 90% after initial letters have been issued, parents may be invited to meet with a senior leader. The barriers to good attendance will be discussed and measures put in place to remove school barriers to help parents improve their child's attendance. If barriers to good attendance stem from outside of the school, access will be provided to a range of support services, such as the NHS, mental health services, Early Help, parenting support and Social Services. Parents will also be advised that further drops in school attendance will result in the involvement of the school's Education Welfare Officer and the local authority support team, who will require evidence of all future absences, if appropriate.
- 4.5 If attendance continues to drop, the Education Welfare Officer will write to parents and arrange a meeting to explore the support given, the progress made and whether other support is necessary. The Education Welfare Officer will work with the school and local authority support team to provide further support where appropriate.
- 4.6 If attendance does not improve despite all the support measures used, the school, Education Welfare Officer and local authority may be required to resort to legal sanctions such as penalty notices, attendance contracts or prosecution.
- 4.7 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 with accompanying evidence to the Attendance Officer.
- 5.4 Parents must report any sudden illnesses by ringing or emailing the school office by 8.30am in the morning of the absence on 0208 597 7576, absences@al-noorprimary.org.uk, clearly explaining the reason for the absence, including any symptoms. This must be done daily for each day of 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 paragraph 7.1).
- 5.6 School attendance is also important because the law requires it. Parents are legally responsible for making sure their children receive 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 and national holidays. Pupils from other religions will be given up to 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

Penalty for term time holiday

First offence-The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent per child when paid within 28 days reduced to £80 per parent per child if paid within 21 days.

Second offence (within 3 years) The second time a Penalty Notice is issued for Term Time leave the amount will be £160 per parent paid within 28 days

Third offence and any further offences within 3 years-The third time a Penalty Notice is issued for Term Time Leave the case will be presented straight to the Magistrates court. Where fines of up to £2500 per parent, per child can be issued.

Penalty Notice Fines will be issued for term time leave of 5 days or more consecutive days.

10 sessions of unauthorised absence in a 10-week period- Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

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 arrives late (after 8.30am) 7 times in a 6 week period a Penalty notice is issued.
- 8.4 A member of SLT will be present at the school office monitoring and speaking to parents and children who arrive late regularly.

9. Late collection

- 9.1 The school day finishes at 3.00pm. Children must be collected from their child's year group playground space at this time. Children who are not collected from the playground by 3.15pm when the school gate is closed will be taken to the school office by their class teacher and will need to be signed out by parent/guardian when collected, with a record made of time of late collection and reason.

- 9.2 On the first occasion parents will be reminded about arriving on time to collect their child. On the second late collection parents will be charged pro-rata at an hourly rate of £20.00. This will be invoiced to the parent.
- 9.3 School staff recognise and understand that on rare occasions, due to exceptional unexpected circumstances a child may not be collected on time. In these circumstances a parent/carer must communicate with the school to ensure school staff are kept informed of the estimated collection time for the child. However, it is unacceptable for children to be regularly collected late.

After school clubs

After school clubs finish at 4.00pm or 4.15pm depending on what you have signed up for. Children should be collected from main school office at this time.

Children collected late more on more than three occasions will be removed from the clubs with no refund.

10 Child Missing from Education (CME)

- 10.1 The London Borough of Redbridge defines Children Missing Education (CME) as:
- A child of statutory school age (5-16) living in Redbridge not on roll at a registered school, alternative provision or in receipt of Elective Home Education (EHE)
 - A child who has stopped attending school in Redbridge and moved away from their last known address with their destination unconfirmed or unknown, including those young people believed to have left the UK.
- 10.2 A child going missing from education is potentially an indicator that s/he is suffering 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 repeated occasions, to help assess the risk of abuse and neglect, including sexual exploitation, and to help reduce the risk of him/her going missing in future.
- 10.3 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.
- 10.4 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.
- 10.5 When 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.
- 10.6 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.
- 10.7 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 regulations², 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.

- 10.8 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 online referral form must be completed at:

<https://eforms.redbridge.gov.uk/children-missing-education-referral/cme@redbridge.gov.uk>

- 10.9 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.

11. Monitoring and Review

- 11.1 School attendance is tracked on a daily, weekly and termly basis. It is also tracked for individual pupils. Poor attendance is responded to as set out above. Good attendance is rewarded through publicity in weekly assemblies and school bulletins. The best class receives a trophy and 10 Dojo points (see behaviour policy). Improvements in individual attendance are also acknowledged with reward and praise in assemblies.
- 11.2 The headteacher monitors and reviews the effectiveness of this policy with the support of the School Attendance Officer, senior leaders, school staff, parents and pupils.

² The Education (Pupil Registration) (England) Regulations 2006

11.3 Summary attendance and absence data is tracked and shared with school governors on a termly basis.

- The proportion of authorised absences for the previous academic year (whole year, first two terms)
- The proportion of unauthorised absences for the previous academic year (whole year, first two terms)
- The proportion of total absences for the previous academic year (whole year, first two terms)
- The proportion of total absences due to illness and for holidays for the previous academic year (whole year, first two terms)
- 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)
- The reasons for persistent absences for the previous academic year.
- The proportions of persistent absence for each pupil characteristic group: gender, SEND, ethnicity, FSM, first language and year group.

11.4 This policy will be reviewed every year or as the need arises, for example due to changes in legislation or in response to feedback received on the effectiveness of the policy during the course of each year.

Details of school contact

- Ms Nazia Afzal
 - Office manager/attendance & admissions officer
- Ms Someera Butt, Headteacher
 - Senior leader responsible for the strategic approach to attendance in the school

Version History	Date
PAP.19-20.1	28/01/20
PAP.22-23.1	04/10/22
PAP.22-23.2	04/10/22
PAP.22-23.3	05/05/23
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PAP.25-26.1	02/10/25

Appendix 1: attendance codes

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

	Code	Definition	Scenario
Attending the school	/	Present at the school - morning session	Attending
	\	Present at the school - afternoon session	Attending
	L	Late arrival	Attending
Attending a place other than the school	K	Attending education provision arranged by the local authority Schools must also record the nature of the educational activity	Attending approved education activity
	V	Attending an educational visit or trip	Attending approved educational activity
	P	Participating in a sporting activity	Attending approved educational activity
	W	Attending work experience	Attending approved education activity
	B	Attending any other approved educational activity Schools must also record the nature of the educational activity	Attending approved educational activity
	D	Dual registered at another school	Not counted as a possible session
Absent – leave of absence	C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	Authorised absence
	M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
	J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
	S	Leave of absence for the purpose of studying for a public examination	Authorised absence
	X	Non-compulsory school age pupil not required to attend	Not counted as a

	Code	Definition	Scenario
	C2	Leave of absence for compulsory school age pupil subject to a part-time timetable	Authorised absence
	C	Leave of absence for exceptional circumstances	Authorised absence
Absent – other authorised reasons	T	Parent travelling for occupational purposes	Authorised absence
	R	Religious observance	Authorised absence
	I	Illness	Authorised absence
	E	Suspended or permanently excluded and no alternative provision made	Authorised absence
Absent – unable to attend school because of unavoidable cause	Q	Unable to attend the school because of lack of access arrangements	Not counted as a possible attendance
	Y1	Unable to attend due to transport normally provided not being available	Not counted as a possible attendance
	Y2	Unable to attend due to widespread disruption to travel	Not counted as a possible attendance
	Y3	Unable to attend due to part of the school premises being closed	Not counted as a possible attendance
	Y4	Unable to attend due to the whole school sit being unexpectedly closed	Not counted as a possible attendance
	Y5	Unable to attend as pupil is in criminal justice detention	Not counted as a possible attendance
	Y6	Unable to attend in accordance with public health guidance or law	Not counted as a possible attendance
	Y7	Unable to attend because of any other unavoidable cause Schools must also record the nature of the unavoidable cause	Not counted as a possible attendance

Absent – unauthorised absence	G	Holiday not granted by the school	Unauthorised absence
	N	Reason for absence not yet established	Unauthorised absence
	O	Absent in other or unknown circumstances	Unauthorised absence
	U	Arrived in school after registration closed	Unauthorised absence
Administrative codes	Z	Pupil's name entered in advance of start date	N/A
	#	Planned whole school closure – no session to take place	N/A