# Attendance Policy

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| **Approved by :** | A H Malek |
| **Updated :** | December 2024 |
| **Next review due by:** | September 2025 |

# Overview

All students are expected to arrive punctually for school in the morning and to arrive punctually for each lesson. A register is taken at the start of the day and in the afternoon after Lunchtime. If absence is due to a legitimate reason e.g. a medical appointment, then it can be authorised. Otherwise, the session is marked as an unauthorised absence.

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience. Failure to do so is an offence under section 444(1) of the Education Act 1996.

Regular attendance and good punctuality are important for maximising achievement and gaining the greatest benefit from education.

## Aims and Expectations

- Afifah School places a high value on regular attendance as it is crucial to the academic progress and overall well-being of our students.
- Attendance and punctuality of our students is a core to improve the child's educational, development progress, personal development and confidence.
- Parents are expected to ensure that their child attends school regularly and punctually, barring exceptional circumstances.
- All students are expected to come into school every day.

## Registration & Pick ups

- All High School and Primary School students are expected to arrive punctually by 8.35am for registration in their classrooms. Please note the Reception class is expected to arrive by 8.30am.
- Students arriving after this will be marked as late. The consequences of a High School student arriving late will be an after school detention on specified days. The parents will be informed via text at least 24 hours in advance.
- Parents should inform the school of any absence, by 9.00am, on any days that the child is absent.
- Parents are expected to collect their children on time. Any persistent late collections may incur a fine.

## Authorised and Unauthorised Absences

Absences will be authorised for reasons such as illness, medical appointments and emergencies. Each request is considered on a case by case basis.

Any leave that is requested during term time will only be authorised for emergency reasons and the form must be submitted at the earliest opportunity. Please refer to (**Appendix A**)

for the Request for leave absence form. The main school office can provide a copy of this form.

If leave is taken despite it being unauthorised, there will be a fine of £60 per day if paid before the first day of leave and £80 per day if not paid before the first day of leave. The fine amounts have been set to discourage unauthorised non–emergency holidays during term time.

Any child who is absent and the parents have not communicated to school will be regarded as a child missing education and local authorities may be informed.

## Monitoring Attendance and Dealing with Persistent Absence:

- Attendance will be monitored daily, and any patterns of poor attendance will be identified.
- If students are absent, messages will be sent out to remind parents to inform the school of the reason for absence.
- Parents will be contacted if no response is received by 9am or if a reason has been provided however their child is absent for 3 consecutive days.
- Parents will be contacted if their child's attendance falls below 95%.
- When a child is persistently absent (below 90%) the school will take further action which may include, but is not limited to, meetings with parents to discuss the reasons for the absences and to develop a plan for improvement and support.
- If no further improvement is seen it will be escalated to external agencies such as educational welfare officers or social services.
- If parents are not complying with the school policy, the school has the right to remove the student from the register and will no longer be a student attending at Afifah School.
- Local authorities will be informed once your child has been removed.

## Strategies to Improve Attendance:

- Regular communication with parents about the importance of attendance.
- Rewards and recognition for good and improved attendance.
- Support for pupils and families facing challenges that impact attendance.
- Attendance letters sent out to parents at the beginning of the new term reporting their child's attendance percentage to date.

## Roles and Responsibilities

- **Headteacher:** Ensures the policy is implemented and monitors attendance.
- **Attendance Officer**: Manages daily attendance registers and follows up on absences.
- **Teachers:** Promote good attendance and refer concerns to the Attendance Officer.
- **Parents:** Ensure their child attends school regularly and inform the school of any absences.

## Appendix A

**STUDENT TERM-TIME REQUEST FOR LEAVE OF ABSENCE**

**Before completing this form Please note: Students sitting external exams (SATs and GCSEs) will NOT be given any time off during term-time. Please also note that the school considers a long and/or persistent period of absence to be a SAFEGUARDING CONCERN.**

# PART 1. TO BE COMPLETED BY THE PARENT/GUARDIAN

**I request leave of absence in EXCEPTIONAL CIRCUMSTANCES for:**

**Name of pupil:** _____ **Year:** _____

**First school day of absence**: _____ **First school day back In school:** _____

**Number of School days (total):** _____

**Please detail the exceptional circumstances for this request of leave of absence:**

_____

_____

_____

Please attach all relevant documents to provide evidence of the exceptional needs for your child's travel (e.g medical note…)

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### For Overseas Travel Only:

Outward Journey: Flight Number:_____Date:_____Time:_____

Return Journey: Flight Number:_____Date:_____Time:_____

I understand that if the leave of absence is approved, that if any changes to these dates are made without permission they will be considered as unauthorised absence from school and will lead to further action.

I understand that if my child is absent for more than ……. days in total, they may lose this place at this school. Please see notes below.

By signing this form, I Agree that I have read and understood the conditions as detailed in this form and fully understand the implications.

**Name of person requesting leave:** _____**Relationship to pupil:**_____

**Signature of Parent/Guardian** _____ **Date:** _____

**Notes**

1. The request for an emergency leave is to be submitted to the Attendance Officer , **at least two weeks** before the proposed absence. Otherwise, leave may be refused. Please email the attendance officer at Admin@afifah.co.uk (subject detail should be "Emergency leave request – "student Name")
2. There is no guarantee of a place should your child not return on the agreed date and a **re-registration fee of £150 must be paid on return.**
3. The school fees must be paid in full during any authorised or unauthorised absence.
4. **THE PENALTY FINE MUST BE PAID BEFORE THE FIRST DATE OF ABSENCE. If this is not paid the daily rate will increase from £60 per day /per student to £80 per day/per student.**
5. **Requests will NOT be entertained in consecutive academic years.**

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## PART 2. TO BE COMPLETED BY THE ATTENDANCE OFFICER

Any leave taken during the current academic year: **YES/NO**

Any leave taken during the previous academic year**: YES/NO**

**If yes, how many days? _____**

**Pupil's Attendance**

[ ] **Good** (above 95%) [ ] **Requires Improvement** (92.5%-95%) [ ] **Inadequate** (below 92.5%)

Attendance Officer signature: _____ Date: _____

Homework Assigned: **YES/NO** (Delete as appropriate)

## PART 3. TO BE COMPLETED BY SENIOR MANAGEMENT

**Leave authorised/not authorised** *(Delete as appropriate)*

**Penalty (£60 per day per student – if paid before the first day of agreed absence. Please note this will increase to £80 per day per student if any later) £_____**

**Leave was not authorised due to**: _____

_____

_____

**Signature of Attendance Officer**:_____ **Date:** _____

**Signature of Deputy Head**: _____ **Date:** _____

**Signature of Head Teacher:** _____**Date:** _____