



Attendance Policy

Al-Falah Primary School

3/9/2015

REVIEWED ON

12/01/2017

Attendance Policy

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. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Arrival and Registration:

- All children should be ready to come into school at 8.00 a.m. and line up in the play ground for Assembly every morning. The register is taken twice a day at 8.15am and 12:.20pm. A day counts as 2 attendances.
- If a child arrives after the registration period, he / she will be marked in as Late and the parent or the carer has to sign in the book in office stating reasons for the lateness. The afternoon register is taken at 12:20p.m.
- If a child arrives after 8:20am without a valid reason, they will receive a mark (P.U.) Present Unauthorised that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorized absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.
- It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.

Lateness:

Pupils who arrive after the registration time (8:20 am) then the parents or the carers have to go to the school office to sign in and give a reason for their lateness. Any unjustifiable reason for absence will be marked as Present unauthorised. It is vital that pupils sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as 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/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. The school will fine £ 20 a child for persistent late and pick up late (5days in a month)

Persistent lateness also may result in disciplinary action by Head teacher.

Illness and Medical Appointments

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.

Authorized 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 and the parent writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorized Absence

An absence is classified as unauthorized when a child is away from school without the permission of the Head teacher.

If A Child Is Absent:

- When a child is absent, the class teacher will record the absence in the register.
- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence - you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.
- **Consequence of Persistent Unauthorized absence:** If a child is persistently absent without authorization (2 days in a month) parents must meet with the Head teacher and also will be fined £50, the Local Authority may be involved and this could result in dismissal from the school.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer and/or Pastoral Leaders, Head teacher if absences persist;
- The school office will endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.

- Parents are, however, expected to text, email or telephone the school by 8.30a.m on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- Parents write a short note stating reason for the absence on return of the child at school and give it to the class teacher.

Holidays:

The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. However, in exceptional circumstances, at the discretion of the Head teacher, the Head teacher may consider to grant leave of absence of up to 10 days in any calendar year after examining the nature of written application from the parents. Parents need to take a form from the office to fill it in. Occasionally, it may be appropriate to allow a longer planned absence. In all such cases, the return date must be agreed by the Head teacher as any child who is absent longer than 10 days after the agreed time can legally be removed from the school roll. The Head teacher will discuss requests for any absences of more than 10 days with the management before deciding whether or not to grant permission.

- All holiday requests should be discussed with the Head teacher before any bookings are made.
- An absence for holiday that has not been agreed by the Head teacher will be recorded as unauthorized.
- Authorization will not be granted retrospectively.
- Holiday requests will not be granted if the absence will push the child's attendance below 93% for the academic year.

Examples Of What May Constitute Exceptional Circumstances:

- To have a short absence to attend a family wedding, or a special family celebration or death of a close family member or to attend a special family reunion; or to attend a special religious/cultural festival, may constitute an exceptional circumstance. If a child has to miss school for a special family circumstance, then ideally the time when they will miss the least academic work is during the last week of a term.
- If a parent, due to the nature of their work, cannot possibly take time off during the regular school holidays, then this might constitute an exceptional circumstance.
- To have a week's winter or summer holiday in school time, because the cost is cheaper during term time, does not constitute an exceptional circumstance.

Authorised or unauthorised absences

Genuine reasons for absence include the following:

- Sickness
- Medical or dental appointments
- Days of religious observance
- Exceptional family circumstances e.g. bereavement

The following absences will not be authorised by your child's school:

- Looking after the house
- Looking after brothers and sisters or sick relatives
- Shopping
- Birthdays
- Translating

Criteria By Which The Head teacher Will Make Decisions Concerning The Authorisation Of Holiday Absence:

- a) The general attendance of pupils will be considered. If a child has had a significant number of absences for any reason they will not be able to "afford" to miss any further schooling.
- b) A holiday request for exceptional circumstances is unlikely to be approved unless the child's attendance is 93% or above for the past year.
- c)) The timing of the proposed holiday - one of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class; and for Year 6 pupils, in the build up to and during the National Curriculum tests.
- d) Teachers will not set work for completion when a child is absent on holiday, but the child should be encouraged to read and keep a diary of their experiences.

LONG TERM ABSENCE:

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated Unauthorised Absence:

- Unauthorised absences remain on the child's record and may be reported to the Local Authority's Education Welfare Officer (EWO)

- Attendance and punctuality are monitored by the EWO and the school. If a child has a repeated number of unauthorized absences, the parents and guardians will be asked to visit the school and discuss the problem.
- The LA has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.
- The school will fine £50 for two unauthorised absence in a month.
- The school management can exclude a child if repeated unauthorized absences continue.

Rewards for Good Attendance:

All the children who have close to or achieve 100% attendance in any one term will receive an excellence certificate for attendance, awarded in assembly. There are special certificates for any child who has 100% for a whole year which will be awarded in the final assembly of the Summer Term. A reward will be given each term to the class with the best overall performance (e.g. additional playtime).

Attendance Targets:

The school is set a challenging attendance target each year. Current target is 96%. These targets are agreed by the senior staff and head teacher at the annual target-setting meeting. The admin will report to the head teacher on attendance percentages in the end of term and that will be recorded by the class teachers at the end of year report.

Monitoring and Reviewing:

- It is the responsibility of the governors to monitor overall attendance.
- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- The Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately to phone at home. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head teacher, who will contact the parents or guardians.

Up to 10 days' absence may be authorized at the Head teacher' discretion, however, holiday will not be authorised except in exceptional circumstances and never during term 5 (April / May) when the children are being formally assessed.

If a child is missing school for 10 days followed by process of school attendance system then the school has to inform the Hackney Learning Trust Children Missing Education (CME) department.

Contact CME: Billy Baker: 0208 820 7406/ 0208 820 7060

E-mail: Billy.Baker@learningtrust.co.uk

Signed: ChairDate.....

Name:.....

Signed: H.TDate.....

Name