

## Attendance and Punctuality Policy

### 1 Introduction

The key principles which underpin Noor ul Islam Primary School's procedures for managing attendance are that;

- regular and punctual attendance at Noor ul Islam Primary School is key to the academic and social development that will improve the life chances of children and young people;
- children and young people who attend school regularly and punctually are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health and safety and welfare.

This attendance policy is aimed to support Noor ul Islam Primary School to build on our capacity to improve regular school attendance and attendance practise within our school.

The underpinning principles are to:

- challenge / interrogate our own data to identify patterns and vulnerable groups / pupils
- embed good attendance practise within Noor ul Islam Primary School, at all levels involving all stakeholders and Governors
- work with individual pupils and their families to assess and respond to their educational needs and to ensure that young people do not remain disenfranchised from the educational system;
- engage with other agencies, both statutory and voluntary, to ensure that the welfare and protection of all young people remains paramount;
- ensure that all young people have access to educational provision suitable to age, ability, aptitude and any special educational needs that they may have;
- respond to the educational needs of vulnerable groups and ensure that the safeguarding of all pupils remains at the forefront of all considerations;
- use resources provided to support pupil attendance.

These attendance procedures set out the requirements for schools and other educational settings for the management of pupil attendance and absence. They reflect statutory requirements and the most recent statutory guidance from the DFE (September 2016) and general guidance (November 2017).

Regular school attendance is crucial if students at Noor ul Islam Primary School are to achieve their full potential. It is important for students to attend school regularly. If they are not in school they are unlikely to be learning and gaining the maximum benefit from their education. Research shows that raising pupil attendance in schools will contribute to raising achievement.

We expect all our students to attend school, on time every day, unless the reason for absence is unavoidable.

Noor ul Islam Primary School aims to have 95% student attendance each term.

Students with known irregular school attendance prior to starting at Noor ul Islam Primary School have this issue discussed with them and their parents when they are first invited to visit the school.

## **2 Responsibility for Good Attendance**

### **Parents, Guardians and Pupils**

Parents and guardians of children of compulsory school age are legally required to ensure that they receive a full-time education. Parents and guardians are also responsible for informing the school of any absence as soon as possible which should be on the first day of the absence. This can be done by telephoning the school, by personal contact to the school office or by note or letter. They should state the reason for absence and when the child is expected to return to school. Pupils are expected to attend school regularly and to arrive at school punctually. Persistent lateness can be seen as absence and is managed in the same way as poor attendance by Noor ul Islam Primary School. Parents and guardians should ensure that children arrive at school prepared to take part in the school day.

### **First day of absence calling**

Noor ul Islam Primary School expect all parents and guardians to ensure that they advise the school on the first day of absence. In the instances that parents and guardians fail to do so, Noor ul Islam Primary School will attempt to contact the parent or guardian by telephone. If contact cannot be made, Noor ul Islam Primary School will write to the parent or guardian reminding them of their responsibility to inform the school and a reason for the absence.

Promoting good attendance is the responsibility of the whole school community at Noor ul Islam Primary School.

Noor ul Islam Primary School has a duty to publish its absence figures to parents and guardians to promote attendance. Equally, parents and guardians have a duty to make sure that their children attend school regularly. Staff and governors are committed to working with parents and guardians to ensure as high a level of attendance as possible.

Permitting absence from school without a good reason is an offence by the parent and guardian.

If a student is absent from Noor ul Islam Primary School, the absence is categorised by the school as either authorised or unauthorised. Only the school can authorise an absence not the parents or guardian.

## **Governors**

The governing body of Noor ul Islam Primary School have a responsibility for attendance at Noor ul Islam Primary School. This is delegated on a daily basis through the Head. Governors regularly monitor the effectiveness of attendance policy and practice.

## **Absence requests during term time.**

Requests for absence during term time will be considered only in exceptional circumstances and on a case by case basis. Any requests will also require evidence from parents for issues such as illness. Parents should not feel offended by requests for this information.

## **School Attendance Leader**

The designated attendance Lead is responsible for absence at Noor ul Islam Primary School. This is currently Sakeenah Maudarbocus.

Each half term, children with punctuality and attendance problems (at risk children) are identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility.

As a result the School Attendance Lead may liaise with the LBWF Education Welfare Officer and parent/carers in the first instance and external agencies including, EP (Educational Psychologists) and Social Services if the situation is not resolved

## Attendance & Punctuality Thresholds

Thresholds	The following are suggested actions at each threshold:
=>100%	<p>Reward regular attendance &amp; punctuality</p> <ul style="list-style-type: none"> <li>• Pupils with attendance at, or below, 95% (equivalent to one session missed every two weeks). For each absence, a designated member of staff makes a telephone call to the family home as early in the day as possible.</li> <li>• Unless a satisfactory explanation has been received, a letter is sent to the parent regretting the absence and asking for an explanation for every session missed.</li> </ul>
<95%	<p>Pupils deteriorating to 95% (equivalent to one session missed every two weeks) Make first day calls as above.</p> <ul style="list-style-type: none"> <li>• Send a standard letter to parent pointing out the deterioration in attendance levels.</li> <li>• Remind the parent of the school's target levels for attendance and the negative effect of irregular attendance on learning. Require the parent to provide an explanation and comments.</li> <li>• Keep in contact with parents on a weekly basis. Provide encouragement where improvement has been made.</li> </ul> <p>Discuss the likelihood of referral to the Education Welfare Service unless improvement is made.</p>
<90%	<p>Pupils deteriorating to 90% (equivalent to 1 session missed per week on average)</p> <ul style="list-style-type: none"> <li>• This is referred to as Persistent Absence to the Education Welfare Officer.</li> <li>• Maintain the approaches set out at the previous thresholds. The Head teacher or Attendance Lead should be involved and should add weight to any interventions already in place.</li> <li>• Ask parents to attend a school based meeting with Attendance Lead and chaired by the Education Welfare Officer, Use the meeting to investigate why pupil has missed 1 session per week on average.</li> <li>• Discuss detrimental effect on learning.</li> <li>• Reach agreements for rapid improvements over the next half term.</li> <li>• Remind the parent that full attendance is the aim and that anything less than 90% will cause concern.</li> <li>• Consider using a parenting contract between school and parent.</li> <li>• Monitor attendance very closely and keep in regular contact with the parent, either to praise attendance levels or to show ongoing concern.</li> </ul>
<85% PA	<p>Pupils deteriorating to 85% (equivalent to 1.5 sessions per week)</p> <ul style="list-style-type: none"> <li>• If pupil has not been referred to the Education Welfare Officer this should be done (if this has not already taken place) and meeting to create a plan of action.</li> </ul>

Please note for each individual case a decision will be based on whether all relevant actions are necessary based on the actual circumstances. However, in all circumstances parents should be informed of the actual attendance rates for their child(ren) when it falls below the threshold of 90%.

### **3 Authorised Absence**

This is defined as:

- When a student is absent as a result of illness and an acceptable explanation has been received
- Religious Observance (as defined in the exemptions list)
- Where a student has had a fixed term exclusion from school
- Medical/dental appointments (sight of appointment card should be requested). Appointments should be made outside of school hours wherever possible and the minimum amount of time should be taken.
- Exceptional circumstances (unavoidable absence)

### **4 Unauthorised Absence**

An unauthorised absence is where the school does not consider the absence to be reasonable or where no reason has been given.

If a student is not present at the start of the day and the school has not been notified of this beforehand, then the office staff will telephone the student's home immediately to ascertain the problem.

If an absence is not due to sickness or some other circumstance (i.e. it is unauthorised) then a referral can be made to the School's Education Welfare Officer. When unauthorised absence is persistent the Education Welfare Officer will contact the parents and visit the home.

### **5 Sanctions for an Unauthorised absence**

A parent who fails to provide an adequate explanation for a child's absence and/or is responsible for an unauthorised absence will be charged an additional fee by the school.

The charge will be £30 per day of unauthorised absence per child. Parents will be required to pay the charge before their child is allowed back into school. The charge will be payable immediately upon return. Providing an explanation will not be sufficient to remove the charge. The charge will be payable in all circumstances where an absence has occurred and it is deemed unauthorised.

Further details of how the charge will be administered is available in the Charging and Fees policy of the school.

## **6 Registers**

Students are only to enter the School through the main entrance from 8.20am onwards and wait in the hall with their class.

The class teacher will collect his/her class at 8.35am.

The teacher will take the register at 8.40am.

Any student not present by 8.45am will be marked as absent.

Any child arriving after 8.45am will then be marked as late by the class teacher/office staff.

Office staff will contact parents and carers from 9.15am each morning if their son or daughter has not arrived at School.

In the afternoon, registers will be completed at 1.30pm.

## **7 Rewarding Good Attendance**

Students who achieve high attendance at Noor ul Islam Primary School will be rewarded by receiving a Certificate.

Data on each individual student's record of attendance at the school is collected each month so that patterns can be observed.

Weekly champions for attendance and punctuality are presented the respective trophy in the Friday assembly. The running total for the winning classes as well as class percentages are listed in the weekly parent's email so parents are also aware of how well their child's class as a whole is performing.

### **Punctuality**

Good punctuality is essential for students in order to achieve high attainment and improved behaviour.

#### **Office Staff will:**

- Keep accurate records of lateness.
- Contact parents and carers regarding lateness.
- Ask pupils their reason for lateness, stressing how much we care about students being punctual for school each day

- Talk to students about difficulties they may be having which may affect their punctuality.

### **Teaching Staff will:**

- Be in their classrooms by 8.40am to be able to register students on time at 8.40am and to provide them with an interesting and stimulating start to the day.
- Make a point of appearing pleased when a student is punctual.
- Certificates will be given to students who have a 100% or the most improved punctuality.
- Positive comments on punctuality will form part of each parent meetings and end of year reports.

### **Continued Poor Punctuality**

Poor continued punctuality is considered as per poor attendance. The same thresholds for action will be applied.

- Headteacher, Deputy Headteacher and Attendance Lead to be informed of students whose lateness is causing concern
- Parents and guardians to be invited into school to discuss the issue
- Pupils who have been late more than three times in any one-half term will be liable to a charge of £10 per child per lateness. This charge will be administered for both late drop offs and late pick-ups.
- Late drop offs are pupils who are marked as late due to arrival after 8.45am and late pick ups are defined as those who are collected after 3.50pm from the late room. Those attending clubs after school will be considered as late pick ups if they collect their child 5 mins after the stated time of collection (based on each individual club timing).