



Al-Hijrah School
مدرسة الهجرة

AL-HIJRAH SCHOOL PUPIL ATTENDANCE POLICY JANUARY 2017

Date	18 TH January 2017
Date agreed by I.E.B	18 th January 2017
Review Date	As Required
Document control number	ALHS00097

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Specialist Schools
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EXCELLENCE AND DIVERSITY



THE DUKE OF
EDINBURGH'S AWARD



ATTENDANCE POLICY

1. *Introduction*

- 1.1 Regular attendance at school is essential to ensure uninterrupted progress and to enable children to reach their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all children on role to attend every day when the school is in session as long as they are fit and healthy enough to do so. We believe the most important factor in prompting good attendance is the development of positive attitudes and learning.
- 1.2 Underpinning this commitment is the understanding that unless the children, young people attend school regularly and punctually they will not be able to take full advantage of the educational opportunities available to them.

2. *Aim*

- 2.1 To promote regular attendance thus offering all pupils equal access to learning.
- 2.2 To raise awareness of the importance of good attendance;
- 2.3 To improve attendance of individuals, groups and the school;
- 2.4 To provide systems and structures that monitor attendance;
- 2.5 To identify causes of non-attendance and take action;
- 2.6 To work in partnership with parents/guardians, pupils and other agencies to improve attendance levels.

3. *Objectives of the Policy*

- 3.1 Meet governmental attendance targets set for the school.
- 3.2 Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/guardians/ pupils.
- 3.3 Ensure pupils are in school for the maximum number of days possible.
- 3.4 This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

4. *The Law*

- 4.1 Under Section 7 of the Education Act 1996, parents/guardians are responsible for making sure that their children of compulsory school age receive full-time education. Parents/guardians have a legal responsibility to ensure their child's regular attendance at the school where they are registered.
- 4.2 If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent/guardian is guilty of an offence under Section 444(1) of the Education Act 1996.

- 4.3 Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

5. Principles

5.1 Arrival & Registration:

- 5.2 All children should be in school ready to be registered at 8.45 am each day although children are allowed to enter the classroom from 8.30 am when the doors are open. The register is taken twice a day. A day counts as two attendances. Morning registration ends at 8.55am. If a child arrives after the registration period, he/she must report to the school office and will be marked in as late. Arrival after 9.30pm is recorded as Unauthorised late mark (U).
- 5.3 Non attendance is an important issue that is treated seriously, however, each case is different and the school acknowledge that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.
- 5.4 In every case early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.
- 5.5 Prior to the engagement of the Education Service Welfare the school may issue letters and invite parents to work with the school in development of interventions to improve attendance. Lack of parental support in improving attendance will lead the school to seek further guidance with Education Service Welfare on legal action.

6. Rights, Roles & Responsibilities

6.1 Parents/Guardians:

- a) Ensure that their children attend school every day on time with the correct school uniform – pupils should be in the school by 8.45am;
- b) Offer a reason for any period of absence, preferably before the absence or on the first day of absence by contacting the school;
- c) Provide evidence of appointments during school hours;
- d) Work closely with the school, Family Liaison officer, SLT lead in Attendance and Family Support Safeguarding team to resolve any problems that may impede their child's attendance;
- e) Know that they may be prosecuted if their child does not attend school regularly and punctually;
- f) Ensure holidays/Umrah are taken during the set school holidays and not during term-time – pupils can be taken off roll if they are taken on holiday during term-time.

6.2 In return expect:

- a) To be contacted on the first day of absence when parents have failed to contact the school;
- b) To be contacted if there are any concerns regarding their child's attendance or punctuality.
- c) To attend meetings with the Family liaison Officer and school attendance staff and external Intervention support teams if required.

6.3 Pupils:

- a) Arrive on time and make every effort to attend the school every day;

- b) If late report to the Main Office for their late mark;
- c) If leaving the school early, with parent supervision or prior written consent, sign out in the Main Office;
- d) Avoid having any appointments during the school day – if this cannot be avoided then a letter from the parent/guardian should be shown to the attendance clerk.
- e) Bring a written absence note stating the reason for absence.

6.4 In return expect:

- a) To be praised for good attendance;
- b) To receive certificates and e-praise for attendance;
- c) To meet with the Family Liaison Officer, school attendance staff and Family Support and Safeguarding team. If attendance is falling below average.

6.5 Class Teachers (Primary Phase) & Form Teachers (Secondary Phase):

- a) To ensure that Registers are taken at the prescribed times daily;
- b) Keep an accurate Register.
- c) To raise concerns about absences, when they occur, with pupils and with the Phase leader and Head of sections if they persist;
- d) To reward the class if the attendance target have been met (according to the Rewards & Sanction Policy).

7. Attendance Procedures

7.1 Tier 1: Pupils with attendance at or above 90%:

- a) For every absence the attendance clerk will make a telephone call to parent regarding the absence and asking for a satisfactory explanation as to why their child is not in school.
- b) Weekly attendance records forwarded to the SLT Lead in Attendance (Br Madni) by the attendance clerk.
- c) Form and Class Teachers challenge pupils to ensure that attendance is improved and maintained. Notes from parents regarding attendance to be forwarded to Family Liaison Officer and/or Attendance Clerk.

7.2 Tier 2: Pupils who have below 92% attendance or those persistently late:

- a) Maintain approaches as set out in Tier 1.
- b) A standard letter will be sent to each parents/guardians highlighting the deterioration of school attendance reminding them of importance of regular attendance.
- c) Late procedures (KS 3/4) – every half-term:

2 Lates	Letter
3 Lates	Referral HoS
5 Lates	Referral to pastoral lead/Family Liaison Officer

- d) Attendance Improvement Meeting (AIM) with Family Liaison Officer.
- e) Parents/guardians to meet with Phase leaders and Head of section to discuss the issues that have led to the deterioration in attendance. A positive approach is to be adopted highlighting the support the

school can provide the family in improving attendance and punctuality. An attendance improvement agreement signed by parents showing their commitment to rectify their child's attendance or poor punctuality.

- f) By agreement or four week intervention/increase monitoring providing encouragement to parents/guardians where improvements have been made.
- g) Continued monitoring and communications with parent/guardians relating to attendance and punctuality.
- h) Continued poor attendance/punctuality will be referred to Family Liaison Officers, SLT lead in attendance and DSL Officer to initiate to the next stage of interventions.

7.3 Tier 3: Pupils who have below 85% attendance:

- a) Maintain approaches as set out in Tier 1.
- b) Referrals made to Family Liaison Officer, DSP and SLT lead in Attendance.
- c) Issue a letter to parents highlighting the seriousness of the deterioration in attendance and potential consequences if immediate improvement is not made. Furthermore, the school will no longer authorise absences without OFFICIAL CONFIRMATION, e.g. medical note from doctor.
- d) Parents are asked to attend a meeting with the Family Liaison Officer, DSP and SLT lead in Attendance. The meeting will be used to investigate why the pupil has missed 1.5 sessions per week on average and is now a persistent absentee. The detrimental effect on attainment and continuity of learning will be discussed and parents/guardians will be warned of likelihood of referral if immediate improvement is not made.
- e) A rapid improvement agreement is to be reached aiming at 97% attendance over the next half term as part of a parenting contract between school and family.
- f) Family Liaison officer will monitor the attendance closely and will keep in weekly contact with the parents even to praise improvement or highlight on going concern.
- g) If the child's attendance does not improve the school is duty bound to seek the help and advice for non attendance from the relevant authorities who may be able to assist the parent/guardian in improving their child's attendance. After these steps, if that pupil is absent again, they will be referred to Family support safeguarding team.

7.4 Tier 4: Pupils whose attendance is at 80% or lower or have 20 missed sessions:

- a) Child considered a complex high risk therefore the designated senior person will collate evidence and make referrals to specialist services governed by Statutory frameworks.

8. Rewards

- 8.1 The fundamental benefit derived from regular and consistent attendance is that continuity and progression in learning are ensured.

8.2 Whole Class Incentives

- 8.3 Primary Attendance Bear – Ahmed the Bear and Olly the Owl are awarded in assembly to the classes with either the highest overall attendance the previous week or the least lates.
- 8.5 Secondary – the class with the highest attendance are rewarded with additional 10 e-praise points. Names of pupils with 100% attendance are put onto the ETHOS board.
- 8.6 Class Attendance tables are published and celebrated across the school during the assemblies.

8.7 Individual Children

- 8.8 Certificates are awarded at the end of each old term for attendance. This is celebrated in the final whole school assembly.