



ATTENDANCE & PUNCTUALITY POLICY

This policy is reviewed annually by the Principal/governing body, and was last reviewed on July 2018

Rationale

This document explains the school's policy on punctuality and attendance. The school strictly follows the guidance from the DfE on all matters concerning lateness and absence during term time.

At Darul Hadis Latifah, we recognise the strong correlation between attendance and achievement. The Department for Education (DfE) has provided the following statistics:

- of pupils who miss more than 50% of school, only 3% manage to achieve five A* to Cs (9-4) including English and maths.
- of pupils who miss between 10% and 20% of school, only 35% manage to achieve five A* to C (9-4) GCSEs including English and maths.
- of pupils who miss less than 5% of school, 73% achieve five A* to Cs (9-4) including English and maths.

We monitor attendance and punctuality closely and work with parents / carers to ensure their pupils attendance is not a barrier to learning. Lateness causes disruption to pupil's education, both to the one who is late and the class they disturb.

The more time a child spends around other children, whether in the classroom or as part of a school team or club, the more chance they have of making friends and feeling included, boosting social skills, confidence and self-esteem.

While the parent is primarily responsible for ensuring their child attends school regularly, where school attendance problems occur, the key to successfully resolving these problems is engaging the child through collaborative working between the parent and the School.

Please note that where there is ambiguity and a difference of opinion or interpretation, the School's decision will be final. Also in the instance of the head teacher not being present, a delegated member of senior staff will take on this role.

Parents, pupils and staff are reminded that the national average for attendance is around 95%. Any attendance falling below this figure is a cause for concern. The DfE considers that any absence falling below 10% must be treated as persistent absence (reduced from 15% since September 2015).

This policy must be read alongside the Safeguarding and child protection policy, particularly the Appendix on Children Missing Education.

Authorised and Unauthorised Absence: Definitions

A pupil should come to School every day and be on time. Parents must produce valid reasons for absence, which the School will use to determine authorisation in conjunction with a pupil's attendance record. Otherwise the absence is unauthorised.

- i) A pupil should only be absent if the reason is "unavoidable." Every half-day absence from School has to be classified by the School (not by parents), as either authorised or unauthorised. This is why information about the cause of each absence is always required.
- ii) Authorised absences are mornings or afternoons away from School for a good reason such as illness or other unavoidable causes. Authorised absence will be granted for compassionate reasons such as a serious family illness or bereavement.

- iii) Unauthorised absences are those that the School does not consider reasonable and for which no permission has been given. Providing a note may not be sufficient if the reason given is not "unavoidable". Unauthorised absences include:
- Going shopping
 - Birthdays
 - Truancy
 - Looking after siblings
 - Absences which have not been properly explained

The school has a duty to report to the Local Authority any child who fails to attend regularly or has been absent for 10 consecutive school days where the absence has not been authorised and/or the reason for it is unknown.

Where a pupil has a child protection plan, the school will contact social services on the first day of unexplained absence.

The school works closely with local authorities and Social Services. The service is available to parents and students who experience any problems. Educational Social Workers (ESW) are able to carry out home visits and are a vital link between home and school.

Lateness Procedures

The school considers punctuality as a vital component of the school's drive to improve standards of achievements. Therefore, all students must arrive on time to school every day without fail. They must be present in the assembly hall with their books and stationery by 8:45am. Arriving after this time means that the child is late.

Our lateness policy is as follows:

- First late in the week will result in 20 minute detention.
- Subsequent lateness in the same week will result in 1 hour detention.
- Consistent lateness will result in contacting parents.
- Arriving late 15 times in a five-week period will result in referring child to Attendance and Welfare Officer of the local authority.
- If a child is late six or more times in a half-term, they will sit a 2 and a half hour detention at the end of the half term.

Absence Procedures

By law, pupils must attend school regularly if they are to take full advantage of the educational opportunities available to them. Absences are classified as authorised if a child is away from school for a legitimate reason and the school is notified by 8:45am on the day.

Medical and other appointments should be made out of school hours whenever possible & written evidence from hospital/GP must be submitted on their return.

All other absences, including holidays during term time, are classified as unauthorised.

Holidays taken during term time

The school does not allow students to go on holidays during term time. **Parents are therefore strongly advised NOT to take students on holidays during term time.** The Education (Pupil

Registration) (England) Regulations 2013 restrict leave of absence for family holidays further than the 10 school days a year in special circumstances previously granted. Now head teachers may not grant leave of absence during term-time unless there are exceptional circumstances. The DfE has ruled that it is up to the head teacher how many days a child can be away from school if leave is granted. Families have no “right” to such leave. The application for leave must be made in advance by the parent the pupil normally resides with.

Medical Leave

- 1 day absent parents note should be submitted on their return. This should be in the student’s planner.
- After 3 consecutive absences, a hospital/GP note must be provided on their return.

Unauthorised Absence

Should a student be absent without prior notice during term time, then the absence will be recorded as unauthorised. The school will try to contact the family to find out the reason for this absence.

- If a child has 3 days consecutive unauthorised absences, the local council will be informed. Parents will also be fined a minimum of £60 (per parent) by the council.
- If the number of consecutive unauthorised absences reaches 10, the school has a duty to report the child to the local authority. The council may take the child’s parent(s) to court.

Rewards and Sanctions:

- Students who are being monitored by Pastoral Team will be set targets for improved performance which could lead to certificates being awarded.
- Students whose attendance and/or punctuality is 100% until the end of the year will be rewarded.

Roles and Responsibilities

Students are responsible for:

- Arriving to school on time and in time for registration
- Attending all lessons on time
- Collect a late slip from the admin office.

Parents are responsible for:

- Ensuring that their children arrive to school on time.
- Ensuring that their children attend all lessons on time.
- Avoiding any absences from school e.g. for medical or dental appointments, try to arrange them outside school hours where possible.
- Contacting the school promptly in the case of any unavoidable absences.
- Keeping the school informed and updated of any continuing and unavoidable absences.

Form tutors are responsible for:

- Providing accurate registration data and sending the data promptly to the admin office.
- Maintaining the profile of attendance with students and parents.
- Monitoring student's records of attendance.

Classroom teachers are responsible for:

- Reporting suspicious absences to the form tutor.
- If a student is late more than five minutes for a lesson, he will be given 20 minutes detention by the subject teacher.

The Pastoral Team are responsible for:

- Setting and maintaining high expectations for attendance and achievement.
- Organising and presenting 100% attendance awards.
- Maintaining accurate records of attendance on the basis of all available data.
- Providing data for Education Student Welfare Team from the LA when required.

The Principal is responsible for:

- Leading, supporting and monitoring the Pastoral team in fulfilling their responsibilities within the policy.
- Maintaining the records of attendance at all levels within the school.
- Reporting accurate data to LA offices and the DfE as required.
- Evaluating and reviewing the policy with the Governing Body.

Attendance during Covid-19 outbreak:

As per DfE Covid -19 guidance for school, no one with symptoms should attend a setting for any reason. Eligible children and young people - including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Families should notify their nursery/school/college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. Parents will not be fined for non-attendance at this time, and schools and colleges will not be held to account for attendance levels. Schools and colleges should continue to inform social workers where children with a social worker do not attend.

Pupils who are not eligible to attend a session:

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

Pupils who are eligible to attend a session but do not:

This includes children in eligible year groups, children of critical workers and vulnerable children, such as: where a pupil is shielding, self-isolating (see note 1), or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation

where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). To help you to complete the educational setting status form, you should note whether the illness involves coronavirus symptoms

where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence should be classed as authorised.

Date Policy Reviewed: 12th June 2020

Print Name (Chair of Governors): Moulana Muhammad Abdul Jalil

Next Review Date: June 2021

Responsibility for review: Principal / Governors