

Attendance Policy

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances, it is our policy to be supportive of the child and family. Allowances will also be given, at leadership discretion, for the purpose of religious beliefs and individual/family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

School Times:

Start time: 8.15am

Registration closing time: 8.25am

Home time:

- Mon-Thurs: 2.50pm
- Fri: 2.30pm

Role of the Headteacher

The Headteacher is the strategic lead for attendance at Al-Islamia. His contact details are as follows:

- Landline: 0116 2515101
- Email: primary@alislamia.org.uk

Roles and Responsibilities

Headteacher

- Ensure all staff, pupils, and parents understand and follow this policy.
- Monitor attendance daily through the School Office using an effective registration system.
- Provide targeted support for pupils with poor attendance.
- Maintain a clear system for parents to report absences.
- Remind parents of their responsibilities and promote good attendance via assemblies and newsletters.
- Introduce rewards and incentives for punctuality.
- Organise staff training on attendance codes and authorised/unauthorised absence.
- Work closely with School Office staff and review policy effectiveness regularly.

We promote **IKHLAS**:

Inspiration – **Knowledge** – **Healthy Living** – **Leadership** – **Aspiration** – **Spirituality**

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School Office Staff

- Implement the policy alongside the Headteacher.
- Monitor daily attendance and report trends to the Headteacher.
- Contact parents about attendance concerns and follow up on unexplained absences:
- Call parents of absent children by 9:30 a.m.; email if no response; continue attempts throughout the day.
- Notify key workers if a child on the child protection register is absent without explanation.
- Compile attendance data for the Headteacher and Education Welfare Officer (EWO).
- Ensure registers are distributed, accurate, and up to date.

School Personnel

- Follow this policy and model good attendance and punctuality.
- Take accurate registers at designated times.
- Monitor attendance patterns and report concerns to the office.
- Emphasise attendance importance in class and during parent meetings.

Parents

- Ensure children attend punctually and understand the value of good attendance.
- Use the Compass People Management App to report absences by 8.30am and update contact details promptly
- Collect children on time and support the school's Code of Conduct.

Pupils

- Arrive on time and value good attendance.
- Participate in surveys and questionnaires about attendance.

Dealing with Trends in Attendance

When there is a pattern of poor attendance, the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher/other member of SLT to explain their child's repeated absence.
- Support will be offered if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement, then appropriate action will be taken.

Dealing with Lateness

The office personnel monitor lateness and inform:

- the Headteacher of patterns of lateness;
- parents of the school's concerns;

Term Time Leave

The school strongly discourages absence during term time as it disrupts learning and progress. Leave will only be granted in exceptional circumstances.

Exceptional Circumstances

Requests for term-time leave will only be considered for serious, unavoidable situations such as:

- Bereavement of a close family member
- Terminal illness of a close family member

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- Other circumstances deemed exceptional by the Head Teacher

Evidence will be required to support the request.

Request Process

- All requests must be made in writing using the official Leave Request Form, available [here](#).
- Requests should be submitted as early as possible before the intended absence.

Decision-Making

The Head Teacher has **full discretion** to approve or decline requests. Decisions will take into account:

- The child's attendance record over the past 12 months
- Any leave requested or taken in the previous 24 months
- The impact on the child's education and any other relevant factors

Important Notes

- Leave for holidays or non-essential travel will not be approved.
- Unauthorised absence may result in a penalty notice in line with local authority guidance.
- Children will be deregistered after 10 days of unauthorised leave and the Local Authority informed.
- All application processes will need to be followed to reregister your child.
- Re-enrollment is not guaranteed. All places are given to the next eligible applicant.
- Medical, dental or hospital appointments should be arranged outside of school hours in order not to disrupt the child's education. However, if this cannot be arranged, we expect parents to inform the school regarding these appointments as soon as possible, along with confirmation letters/communication.

Appendix:

- Attendance Letter
- Leave Request Form
- Attendance Dos and Don'ts

Appendix 1

Respected Parent/Carers

Assalamualaikum W.W.

We would like to inform parents that punctuality and regular attendance is particularly important for our children's development and progress, and paramount to a good education. The Department for Education (DfE) expects children to attend school with a minimum of 95%, unless there is a valid reason for an absence.

The DfE considers children who have attendance of less than 90% as "Persistent Absentees" and, therefore, their attendance will be monitored carefully by the school and the Educational Welfare Officer (EWO). The EWO will be informed about persistence absence when attendance falls below 90%, or if children are deregistered. The EWO can and will take parents to court and fine them if children are low attendees without good reasons being evidenced to the school.

We can only authorise term time absences in exceptional circumstances that warrant such an absence such as:

- Long term illness requiring school absence
- Exceptional family circumstances i.e., close family bereavement, etc.

The school may ask for medical proof of illness. This can include, but is not limited to, a copy of a prescription, an appointment letter from your GP, a medical note or a medical appointment card.

Parents must complete the Leave Request Form for planned absences. These will be reviewed by the Headteacher, who will consider each request individually. All requests will be approved or declined at the Headteacher's discretion.

We do not expect any child to be in school when they are ill. However, we do know that lots of children say they do not feel well in the morning, but settle down quickly when they arrive at school. If you are not sure if your child should be in school, please bring them into school and then, if your child is too ill to be at school, we will ring you to let you know.

Children should not attend school for 48 hours following vomiting and/or diarrhoea. Parents must contact the school office each day to confirm the absence.

We would like to see *all* children achieving at least 95% attendance. Please help us by ensuring that your child is in school, on time, every day. Outstanding and Excellent attendance is rewarded and recognised in the annual prize-giving Jalsa.

If you have any concerns about your child's attendance, please ring or email school and make an appointment to talk about medical issues and any worries you or your child have about being in school.

Wassalam

Molana Zubair Kola

Headteacher

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Al-Islamia Attendance Dos and Don'ts

DO:

- Use the Compass People Management App by 8.30am to inform the school
- Call the school office on 0116 2515101 after 8.30am
- State the name of your child, their class and EXACTLY what is wrong with your child. It is not enough to just say that your child is ill.
- Provide medical evidence, if requested, for multiple days of absence.
- Maintain regular contact via telephone calls if your child is away for several days
- Answer the phone if we call. Please respond urgently to any messages that we send.
- Keep your child home for 48 hours after the last vomiting and/or diarrhoea episode
- Inform the school about any appointments BEFORE you come to collect them or take the time off. We may also need to see evidence of any appointments.
- Call the school for advice if you think that your child has any Covid symptoms.
- Complete the Leave Request Form for term time leave – click [here](#) for the form.
- Await Headteacher decision before confirming any term time leave.

DO NOT:

- Take time off for non-medical appointments unless they have been authorised by a member of the senior leadership team.
- Request authorised absences for holidays and non-urgent reasons – it will not be given

Consequences:

In the event of holidays or unauthorised leave taken during term time within one academic year, the following actions will be implemented after 10 days of unauthorised leave:

- **Your child will be deregistered**
- **The Local Authority will be informed**
- **All application process will need to be followed to re-enrol your child**
- **Re-enrolment is not guaranteed. The place will be given to the next eligible applicant.**

Leave Request Form

Pupil Details (include all children attending the school included in request)		
Full Name/s		
Date of Birth		
Year/Class		
Parent/Carer Details 1		
Name		
Contact Number		
Email		
Parent/Carer Details 2		
Name		
Contact Number		
Email		
Leave Request		
First day of school absence		
Total number of school days		
Reason for leave (provide full details, including relationship/s to person/s involved)		
Supporting Evidence		
Type of evidence provided (e.g., medical certificate, death certificate, etc.)		
Attached documents (tick)?	☐ Yes	☐ No
Declaration		
I confirm that the information provided is accurate and understand that leave will only be granted in exceptional circumstances at the Headteacher's discretion. I understand that my child/ren will be deregistered for unauthorised leave of more than 10 days within 1 academic year.		
Name of person completing form		
Relationship to child		
Signature		
Date		