



## Fitrah SIPS Policy on School Attendance

### 1 Introduction

- 1.1 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 will do what we can to encourage children to attend and have appropriate procedures.
- 1.2 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 reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.3 The School's academic performance and reputation can be adversely affected by persistent lateness and absenteeism. Therefore everyone – staff, volunteers, pupils and parents – have a role to play in raising awareness of the importance of good attendance and in setting the best example possible.
- 1.4 The first few weeks of the school year and the beginning of each new term are very important for settling or re-settling pupils into School life. It is crucial, therefore, that children are prepared appropriately for school life by way of their sleeping and eating habits as well as being mentally 'switched on' to the learning environment at school.
- 1.5 Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.
- 1.6 The School has a benchmark of a 95% attendance rate to maintain for every pupil on roll through to the end of year. Anyone deemed to be at risk of missing this target for the term and/or year will be dealt with appropriately at the earliest opportunity through liaison with the parents or carers of the child and if necessary, the LEA.
- 1.7 Pupils will be taken off roll after 2 weeks absence during term time in the absence of any satisfactory reason or notification being given.

### 2 Definitions

#### 2.1 *Authorised 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, the parent writes a note or telephones the school to explain the absence.

- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers 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.
- Types of authorised absence include:
  - Illness
  - Dental / hospital / doctor and other clinical appointments (e.g. opticians, speech therapy etc. – however, parents and carers are encouraged to make these appointments out of school hours or during the lunch period to minimise disruption to learning).
  - Other situations in which schools may reasonably exercise discretion to grant leave: e.g. absence following the death of a family member

## 2.2 *Unauthorised absence*

- An absence is classified as unauthorised when a child is away from school without the agreement between the school and the parent BEFORE the absence occurs.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even if parent is supportive of it e.g. allowing a child to rest at home following a long weekend

## 3 **School registration**

- 3.1 The School records pupil attendance by either an electronic or manual register.
- 3.2 The School opens its doors at 08:25am every day. Registration takes place in class at 08:30am and 13:30pm every day. No pupil is marked as present unless the Teacher is certain, through visual contact, they are in School.
- 3.3 Registration closes at 08:40am and 13:40pm. Therefore, if a child is not present in School by this time, then this will be classified appropriately by the class teacher in the electronic /manual register. School absence codes can be found in Appendix B.
- 3.4 To report an absence, parents or carers can do one of the following:
  - Call the School Office on 023 057 0849 and leave a message
  - Email the School at [info@fitrahsips.com](mailto:info@fitrahsips.com)
- 3.5 If a child is late for registration, the parent must give a valid reason why this is. Legitimate reasons include:
  - Child experiencing initial symptoms of an illness
  - Transportation problems
  - Family circumstances

- 3.6 However, where an invalid reason is given e.g. oversleeping, child taking time to eat breakfast or get ready for school, and it occurs twice in the same week or a pattern emerges whereby the child's lateness is in danger of exceeding a 5% threshold then the school will issue a fixed penalty notice of £20, which is payable within 28 days.
- 3.7 Each fixed penalty notice refers to each case of two late arrivals in the same week without a valid reason or when the 5% threshold is breached or whatever comes sooner.

#### **4 If a child is absent**

- 4.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 4.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence. The Homework Book issued to parents can also be used to record the reason for any absence from School or for forthcoming appointments. A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 4.3 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.
- 4.4 Three consecutive days of non-attendance where no reason for absence is known, will result in contact being made with the LEA's education welfare officer, Tina Selby, who can be reached on 02380 833666.

#### **5 Requests for leave of absence**

- 5.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child e.g. illness or bereavement of member of the immediate family. We expect parents and carers to contact the school at least a week in advance, but normally this request will be granted.
- 5.2 In line with the Taylor Report, the school will no longer grant any requests for parents to take their child on holiday during term time.

#### **7 Absence due to illness**

- 7.1 There will be occasions when pupils become ill. Decisions on when they should return back to School rests with the parents/carers of the child and in consultation with their GP or hospital consultant, where appropriate.
- 7.2 Parents and carers are requested to inform the School as soon as possible when this arises, to ensure that the attendance register is accurately maintained and that the School can re-settle the child back into School life. Parents and carers may well want

to consider the following table to aid their decision on when to send their child back to School:

Type of illness	Suggested rest / recuperation period
Chicken pox	From the first signs of a rash, stay at home for at least 5 days – consult your local GP and advice for medication and return to School
Rubella	As above – make sure child affected stays away from pregnant women
Impetigo	Until lesions are crusted and healed – consult your local GP on this
Ringworm	Important to consult local GP and for child to be treated by anti-fungal cream prescribed by them. Take advice from them on return to School
Diarrhoea and vomiting	Wait to return to School until child is settled and symptoms do not exist – add an extra 24 hours if needed
Conjunctivitis	Important to consult local GP and for child to be treated by eye medicine prescribed by them. Take advice from them on returning to School
Measles	Very rare as most children now have MMR injection. Rest is the best from of recovery but consultation with local GP is necessary
Meningitis	Urgent medical attention needed at the first sign of any symptoms – local GP / hospital consultant (where appropriate) should be engaged throughout the process
Tonsillitis	Consult with local GP at earliest opportunity for appropriate medication. Take advice from them but usually 24-28 hours for mild symptoms but longer period of rest required if tonsils are operated on

7.3 The above table is a suggested guide and in no way replaces advice that parents and carers should seek professional advice and support on. In all cases listed and all other medical instances, parents and carers should consult their local GP and other authorised health service providers and practitioners in the first instance

## 8 Long-term absence

8.1 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 with their school work.

8.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will need to contact the LEA to ensure that the child in question is receiving an adequate level of education support.

## **9 Repeated unauthorised absences**

- 9.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the local Children's Safeguarding Board who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 9.2 The Governing Body, supported by the local Children's Safeguarding Board, reserve 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.




## **10 Rewards for good attendance**

- 10.1 All the children who have 100 per cent attendance in any one term or for a whole year will receive recognition for it. Similarly, consistently high attendees (98 or 99 per cent) will also be recognised for their efforts – this is to be awarded at the last assembly of term / school year as appropriate. More details of this are contained in the school's behaviour policy.

## **11 Monitoring and review**

- 11.1 It is the responsibility of the Governors to monitor overall attendance, and they will request an annual report from the School Principal. 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 our attendance figures are as high as they should be.
- 11.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 11.3 Rates of attendance will be reported in:
- termly and annual pupils School report
- 11.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way with the School Office.
- 11.5 If there is a longer-term general worry about the attendance of a particular child, this will be reported to the School Principal, who will contact the parents or guardians.
- 11.6 This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.

**Next Review Date: March 2020**

	<b>Name &amp; Position</b>	<b>Signatures</b>	<b>Date</b>
<b>Date adopted:</b> 29/08/2013 <b>Revised:</b> 21/03/2017	Ali Rahmoune Governor – Director		28/03/17
	Nazrul Islam Chaudhery Governor – Director		28/03/17
<b>Review by:</b> 21/03/2017	Sabir Amin Chair of Governors - Director		28/03/17



## APPENDIX A – Request for Special Leave

Please note that this form is only to be used by parents in the case of exceptional circumstances – e.g. serious illness or bereavement within the immediate family that would make it difficult for the child to attend school, family separation that affects the emotional wellbeing of the child, Hajj, Umrah etc. Parents are advised to speak to the Principal in the first instance

The school no longer authorises family holiday during term time

---

Name of Pupil:

Date of Birth:

Class:

Address:

Holiday requested from (dd/mm/yy):                      to (dd/mm/yy):

Reason for term time absence:

Name of Parent /Carer:

Signature:

Date:

---

### For School use only:

Unique Pupil Number (UPN):

Attendance for current academic year to date (%):

Previous leave of absence this Academic Year Yes/No\* (delete as appropriate) and if so, no. of days already taken:

Arrange to meet with parent/carer: Yes/No\*

Approval given by School Principal? Yes/No\* (delete as appropriate and state reason):



## **APPENDIX B – Coding for School electronic / manual register**

- B - Educated off site (NOT dual registration)
- C - Other authorised circumstances (not covered by another appropriate code)
- D - Dual Registration (i.e. pupil attending another establishment)
- E - Excluded (no alternative provision made)
- F - Extended family holiday (agreed)
- G - Family holiday (NOT agreed or days in excess of agreement)
- H - Family holiday (agreed)
- I - Illness (NOT medical or dental etc. appointments)
- J - Interview
- L - Late (before registers close at 08:40am)
- M - Medical/Dental appointments
- N - No reason yet provided for absence
- O - Unauthorised absence (not covered by any other code/description)
- P - Approved sporting activity
- R - Religious observance
- S - Study leave
- T - Traveller absence
- U - Late (after registers closed at 09:00am)
- V - Educational trip or visit
- W - Work experience
- X - Non-compulsory school age absence
- Y - Enforced closure
- Z - Pupil not yet on roll
- # - School closed to pupils