Attendance Policy

October 2019 -2020

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Abu Bakr Islamic School

Attendance Policy

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance as part of building a Muslim character.

Responsibility of the parents/carers
Parents/carers are responsible for ensuring that their children attend the school at which they are registered regularly, on time, properly dressed and in a fit condition to learn. Parents/carers are required to inform the school if their child is unable to attend.
When a child has missed school, it is the parents'/carers' responsibility to ensure any work missed is completed therefore, parents should communicate with the class teacher on return to school.

Responsibility of the School
The school is responsible for following up absences of pupils whose parents/carers have failed to inform the school with a reason why the pupil is absent. This may take the **form of a phone call** home if the parent/carer has not made contact. The school will work with pupils to improve their attitudes around attendance. The school will track pupils who do not achieve satisfactory attendance.

School Procedures
Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised or unauthorised. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised (code U).

All parents/carers new to the school are given information on attendance in the welcome pack. This is also available online.

Lateness
Morning registration will take place at the start of the school day at 10:00am. The registers remain open for fifteen minutes. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Pupils arriving after registration has started (when the rest of the class have gone into the school building) will be coded as late. If the pupil arrives after the register has closed, they will be logged in by the admin staff as late (L). Pupils who are late are monitored and parents/carers will be contacted if their child is late for school regularly. Afternoon registration is taken at the start of the afternoon session.

First Week of Absence
On the first day of absence, parents/carers are required to contact the school. If there are absent pupils whose parents have not contacted the school, the Admin Staff will phone the parents/carers during the morning.

Teachers are responsible for communicating any relevant information about an absent child, in their class; to the Admin Staff (ideally, this should be through in person or a note written in the register)

Second Day Absence
If no contact has been received from the parents/carers regarding a child's absence, the school will contact named adults on the child's file **again** to find out where they are. If no reply, or contact is made then a warning will be issued.

Continued Absence
Any pupil who is absent without an explanation **for two days or more per half term** the child will be sent a warning and if absences continue then the child will be suspended from school.

Holidays in term time
Holidays during term time are to be discouraged.
Parents/carers will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider exceptional circumstances, but parents/carers must inform in *advance* for permission. Any work missed must be caught up on. If a child is absent for 4 consecutive Saturdays, then the school will take the child's name off the register and offer the place to another child on the waiting list.

Promoting attendance
The school will use opportunities, as they arise, to remind parents/carers that it is their responsibility to ensure that their children receive their education. Information on attendance and the school's systems for absence are included in all new parent/carer packs when a child joins the school

Systems for improving attendance
The school works extremely hard to promote good attendance through discussions with pupils and parents.

Attendance Awards
The school will use the following system to reward pupils who have good attendance.
- 100 % attendance certificates for children who achieve it over a full term.
- A prize is awarded to children who achieve 100% attendance by the end of the school year.

The Registration System
The School will use an electronic register system for keeping the school attendance records.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late	Present
U	Unauthorised	Unauthorised Absence
A	Authorised	Authorised Absence