

Attendance Policy

Approved By	Hujjat School Trust Board
Date	June 2022
Owner	HPS SLT
Review By	June 2024



**HUJJAT
PRIMARY
SCHOOL**

VISION

To be an outstanding, happy and inclusive school that cultivates our relationship with God through the conduct and teachings of Prophet Muhammad (Peace be upon him). A place where children can indulge their intellectual curiosity, develop a love for learning, and build the foundations to become ethical, responsible and inspirational members of society.

MISSION

We will facilitate the well-being and growth of every child's mind, body and character through:

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Gratitude
- Service

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Introduction

At Hujjat Primary School, all staff work collaboratively to encourage every pupil to strive for excellence in a values-based environment. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents/carers and children to maximise the learning experience in order that all children reach their potential.

We encourage the development of high self-esteem and for our children to take pride and ownership of their learning. We provide a clear framework for parents/carers and staff as well as clear procedures for involving parents/carers and external agencies where appropriate.

Hujjat Primary School encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality and recognises that ***“parents/carers have the primary responsibility to ensure that pupils of compulsory school age attend school regularly”*** (DfE 1999).

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school on the school’s website.

Aims & Objectives

This attendance policy ensures that all staff and trustees in our school are fully aware of and are clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils’ achievement by ensuring high levels of attendance and punctuality;
- Achieve a minimum of 96% for all pupils, apart from those with chronic health issues;
- Create an ethos in which good attendance and punctuality are recognised as the norm and valued by the school;
- Raise awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child’s education;
- Ensure that our policy applies to Reception age children in order to promote good habits at an early age;
- Work in partnership with pupils, parents/carers, staff and external agencies where appropriate so that all pupils realise their potential, unhindered by unnecessary absence;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility;
- Establish rigorous monitoring of attendance and ensure consistency in recognising achievement and dealing with difficulties;
- Recognise the key role of all staff in promoting good attendance.

Responsibility of Parents/Carers

Children who are persistently late or absent soon 'fall behind' and frequently develop large gaps in their learning. This has an impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to below 90% each year will, over their time at primary school, have missed two whole terms of learning. The school will put a programme in place to support the family to improve attendance.

Punctuality

It is the parent/carers responsibility:

- To ensure that their children arrive in school on time. KS1 and KS2 should be dropped at the main doors between 08:30 and 08:45 and EYFS should be dropped at their classroom doors between 08:45 and 09:00.
- To ensure children who are late after 08:45 (KS1/KS2) and 09:00 (EYFS) report to the school office to sign in. Records are kept of the pupils that are late and with an L code in the register. Any child that arrives after 9:20am will be marked with a U code, equivalent to an unauthorised absence.
- To ensure their children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this as soon as possible.

Absences

It is the parent/carer's responsibility:

- To notify the school on the first day of absence before 9:00. Parents/carers can report an absence by telephoning the school office or by email.
- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents/carers are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g., a sick parent/carer.
- Parents/carers of absent children who have not contacted the school will be contacted at 09:30.

Illness/Medical absences

If a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card or a consultant letter. The school may request medical evidence for any illness absence taken immediately before or after a school holiday.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete an Exceptional Leave of Absence request form in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Headteacher and they will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

- To obtain an Exceptional Leave of Absence form from the school office
- To complete and submit the form in advance of the period of absence (ideally 4 weeks).

If parents/carers decide to take a holiday without the Headteacher's authorisation, the child's absences will be marked as unauthorised.

Fixed Penalty Notices will be issued by the School for unauthorised holiday absence during term time.

Absence for Other Reasons

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement *may* be authorised at the discretion of the Headteacher. These requests must be discussed with the school. Usually, the authorisation will be for one school day.

The school will not authorise absence for pilgrimages for the children.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance;
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

Unexplained Absence

When a child is repeatedly absent and no satisfactory reason is given, the parents/carers will be investigated and may be liable for prosecution and/or a fine.

Regular monitoring is carried out by the Attendance Administrator. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by and may be invited to an attendance meeting to discuss absences and any appropriate support.

Role of the Attendance Administrator (School)

- To investigate absence which exceeds more than 10%, and to hold meetings with parents/carers
- To investigate lateness which exceeds more than 5%
- To investigate any unexplained absence which exceeds more than 5 consecutive days
- To ensure parents/carers are aware of their legal duty under the Education Act to ensure their children attend school
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school
- To report accurate whole school and individual attendance data when required.

Children Missing in Education (CME)

A child who is not at their last known address and has 5 or more days of continuous absence from school without explanation or has left school suddenly and their destination is unknown is deemed to be missing in education.

Where a child is absent from school and their whereabouts is unknown, schools have a duty to carry out a reasonable enquiry jointly with the local authority to ascertain the whereabouts which might be a result of:

- The family moving locally but the parents/carers failing to inform the school of the move or transfer to a new school;
- The family relocating to a new area within the UK, but parents/carers fail to inform the school;
- The family relocate abroad and fail to inform the school of their destination;
- The family is displaced as a result of 'crisis' e.g., homelessness or domestic violence;
- Parent/school disagreement and parents/carers withdraw the child from the school;
- Family separation.

In these instances, all schools should ensure the following actions are taken and recorded;

- Call the CME Team to conduct 'background checks' on the family;
- Consider the likely reason for the absence – has the family been granted leave of absence; is the school aware of an extended trip abroad; has the child been absent due to sickness or unavoidable cause.

If not:

- Make a first day of absence call to the parents/carers to establish the reason for the absence and to confirm the child's whereabouts;
- Check with all members of staff who the child may have had contact with;
- Check with the child's friends and extended family if possible;
- Make enquiries with another professional who may have been involved with the child;
- Make telephone calls to any other telephone numbers the school has on file;
- Make a home visit to the last own address of the child within the first 5 days of absence;
- If possible, make enquiries of the neighbours about the location of the family;

- Send a letter to the last known address and record the outcome.
- Refer the child to the CME team within the first 5 days.

Persistent Latecomers

Children who repeatedly attend school late after 08:45 (KS1/2) or 09:00 (EYFS) will be brought to the attention of the Headteacher. Warning letters will be issued to the parents/carers of these children.

Parents/carers should note that children who arrive late after 09:20 are given a 'U' code, which is the equivalent of an unauthorised absence, and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.

APPENDIX – ATTENDANCE STRATEGY

Attendance Percentage	When	Action	Templates	Who?
Highest by class	Weekly	Habib the Attendance Bear won by class with highest attendance for the week		Headteacher
98-100%	Termly	Certificate and Excellence letter home. Office to provide 98-100% attendance list to Headteacher. Certificates distributed in whole school assembly. Students will receive 2 Dojo Points for every week of 100% attendance.	100% Certificate	Headteacher/ Attendance Administrator
96-98%	Termly	Certificate and Good attendance letter home. Office to provide 96-98% attendance list to Headteacher.	96-98% Certificate	Headteacher/ Attendance Administrator
Attendance patterns demonstrate movement/ change in attendance levels.	Termly	Congratulatory letter home. Attendance Sticker.	<u>Letter C1</u> : Movement from one category to another. <u>Categories</u> : Red to Amber Amber to Green Green +	Headteacher/ Attendance Administrator
General absence	Weekly reviews	Tracking of attendance at weekly meetings: linking behaviour and attendance to learning and safeguarding. Pupils categorised and tracked according to absence levels: Red: Below 90% Amber: 90-95% Green: 96-100% Tracking of unauthorised absence.	L1: Letter home/ Parents spoken to in person/telephone L2: Attendance meeting with class teacher. L3: Letter inviting parents for 2 nd attendance meeting with class teacher and headteacher. Targets and interventions set with parent/carer.	Headteacher/ Attendance Administrator/ Class teacher
Absence due to term time holiday - unauthorised	Weekly reviews	Exceptional Leave of Absence requests completed EPN information sent to parent. School to follow Harrow AIM model		Headteacher
Lateness	Weekly Review	Daily tracking from the Attendance Administrator. Class teacher to speak to parent re punctuality. Late letter (based on no. hours missed learning) If lateness continues, a formal meeting will be held.		Headteacher/ Attendance Administrator