



Attendance and Punctuality Policy

With reference to -

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment) Regulations 2011

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Keeping Children Safe in Education September 2018

DfE Schools Attendance: Guidance for maintained schools, academies, independent schools and local authorities (November 2016)

Introduction

Alamiyah School is committed to providing a full and efficient educational experience to all pupils. We consider that if pupils are to benefit from learning good attendance is crucial. We will promote and encourage 100 per cent attendance for all our pupils to give them the strongest start to their education. We believe that parents have a very important role to play and that there is a need to establish strong communication systems and home-school links so that whenever there is concern about attendance it can be addressed promptly.

This policy outlines the requirements which Alamiyah School must meet for the registration of its pupils' absences and attendance and the procedures it follows to meet those requirements.

Aims



- To ensure that both the Senior Management Team, Board of Governors and the Staff of the school are doing all they can to maximise the attendance of all children at the school
- To ensure that the School monitors attendance regularly and rigorously
- To ensure parents and carers are aware of the importance of good attendance
- To maintain an attendance figure close to the national average
- To maintain accurate records of pupils' attendance and absence, both authorised and unauthorised.
- To monitor attendance and absence patterns for individual children and groups and to take appropriate action to safeguard them.

Summary of the main areas covered by this policy

1. Rights, roles and responsibilities
2. First day of absence contact
3. Holidays taken in school time
4. Lateness
5. Working with parents and carers.
6. Attendance Register

1.Rights, Roles and Responsibilities

It is the duty of parents and carers to ensure that any child of compulsory school age receives an appropriate full time education.

In the context of Alamiyah School this means children should attend daily unless too ill to do so. They should also be punctual and ready to learn, i.e. having slept well eaten breakfast, and be suitably dressed. The school has a duty to rigorously monitor attendance and must submit to the Local Authority (LA) details of the level of absence within the school.

The Education Welfare Officer (EWO) is responsible for monitoring absences at the school, and will follow up concerns with parent or carers. As a School, Absence Monitoring statistics are calculated and reviewed weekly. Pupils of a suitable age also have a responsibility to ensure their own regular, punctual attendance.



2. First day of absence contact

Parents are requested to assist the school to maintain registers and ensure the safety of all the children by:

- informing the school prior to any absence (e.g. doctor's appointment)
- informing school prior to registration on the first day of any unforeseen absence (e.g. illness)
- providing a return date for the absent child (if known)
- informing the school daily of the reason for absence if no return date is known.
- In the event of no notification of absence, as soon as is practicable after the class register has been returned to the office, a member of the office staff will attempt to contact the parents of any absent child to verify that the child in question is safe and the parents are aware of the child's whereabouts.

The school will follow up any absence, on the day, where the parent has not made contact. This will take place at approximately 9.30am in the morning and in the afternoon at 1:00pm for Children's House and 2:20 pm for Elementary, once the registers have closed. This is to ascertain the reason of absence and ensure the proper safeguarding action is taken. Phone contact will be tried to be established by staff and this is followed up with an email.

The EWO will contact the parent after a day of absence, even if the parent has provided a legitimate reason of absence. This communication is part of our safeguarding procedures and to provide the necessary support and advice to ensure high levels of attendance are maintained.

3. Continued absence (2 days or more)

Further communication is triggered in the event of two days of absence in one week.

If any issues/concerns remain over an authorised or unauthorised absence then a meeting will be called with the parents.



4. Reporting Absenteeism to the Local Authority

In the event of absences remaining unauthorised and absence levels not improving we will inform parents that it is our duty to escalate this to the Local Authority. At this point they are provided with a further choice to either provide us with the information on the absences and/or ensure the child attends school. If these conditions are not met we will take the case to the LA. The LA will be provided with the communication undertaken with the parent in order for them to take action.

Alamiyah School has further legal duties to report certain attendance issues to the LA. See *the Admissions Policy for further information*.

5. Holidays taken in term time

The school adheres to the current advice given by the DfE and Barking and Dagenham LA regarding pupils taking time out for holidays in term time.

The current law does not give entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. Following due consideration, the Headteacher may not be able to agree to your request as the reason provided is not considered exceptional.

The Headteacher must warn parents that, if they do take their child out of school for this time, the absences will not be authorised and the Education Welfare Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within this time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Education Welfare Service will then institute legal proceedings against you in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure that their child attends school regularly.



The matter will also be recorded on the child's school record.

Leave will only be granted where proper procedures have been followed and the permission been given. Leave of absence will not be given retrospectively.

Where the school and the parents fail to reach an agreement and the child is absent from school the absence must be marked as unauthorised. Where parents keep a child away for longer than agreed then the extra time will also be marked as unauthorised.

Parents should request permission for their child to be given authorised leave of absence for a holiday in term time on the form available from the office. If the headteacher feels it necessary, the parents may be asked for more information, or be asked to come into school to discuss the situation. The headteacher alone can give permission for the holiday to be authorised. If the holiday is taken after permission has been refused, the absences will be noted in the register and the child's records as unauthorised, and the EWO informed. If the request is for more than ten days leave, the headteacher cannot authorise the holiday and the request will be passed on to the Independent School Committee who will make the decision to authorise or not.

6. Punctuality

Persistent lateness can be as damaging to a pupil's education as persistent absence, and pupils who arrive late disrupt not only their own education but also that of others. Children's House Pupils arriving more than 10 minutes after the school day has started at 9am will be marked late from 9:11 onwards and for the PM session arrival from 12:41 onwards will be considered late. Elementary pupils arriving more than 10 minutes after the school day has started at 8:45am will be marked as late from 8:56 onwards and if a child arrives for afternoon registration they will be marked late after 1:45pm.

The registers for Children's House and for the Elementary close at 9:10am and 8:55am respectively and in the afternoon the registers will close at 12:40pm and 1:45pm respectively. Any pupils who are not present will be marked as having an unauthorised absence and pupils arriving after this time will be marked as late.



7. Working with parents and carers

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We will inform parents regularly through the school newsletter of attendance issues.

8. Record of Attendance

The **attendance register** will include the following:

- The pupil's name in full
- The sessions of usual attendance
- The list of codes to be used to indicate attendance and absence of each pupil are listed in Appendix 1 (at end of this document)

Absence is authorised if: the pupil has been granted a leave of absence (see absence section below), or the pupil is unable to attend because of sickness or an unavoidable cause, due to a religious observance or a lack of transportation arrangements to get the pupil to and from school have not been made by the LEA and the school is not within walking distance.

If the reason for a child's absence cannot be established at the time of taking the register then the absence should be recorded as unauthorised, Any subsequent correction to the register to record the absence as authorised should be made as soon as is practicable and in accordance to the Amending Registers section below by the person with responsibility for completing the register.

An 'approved educational activity' is defined as an activity that takes place outside of the school premises and which approved by the Headteacher at Alamiyah School. It is of an educational nature or a sporting activity and is supervised by an authorised person from Alamiyah School. It is also an approved educational activity when the pupil is in attendance at another school at which they are registered simultaneously.

A pupil may be recorded as unable to attend in the exceptional circumstance of the school site, or part of it, closes due to an unavoidable cause at a time when pupils are due to attend. The pupil



may also be recorded as unable to attend when the transport arranged by the LEA to get them to Alamiyah School is not made available and their home is not within walking distance or a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

9. Amending Registers

Every amendment made in the admission or the attendance register shall include: the original entry, the amended entry, the reason for the amendment and the date it was made and the name or title of the person who made the amendment.

10. Preservation of the Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

11. Attendance Register Procedure

The attendance registers for both the Children's House and the Elementary Classroom will be taken at the start of the morning and afternoon session. Every entry in an admission register or attendance register shall be made in ink.

Children's House AM registration:	9:10am
Children's House PM registration:	12:40pm
Elementary AM registration:	8:55am.
Elementary PM registration:	2:00pm

The morning registers for Children's House and for the Elementary close at 9:20am and 9:05am respectively. The afternoon registers for Children's House and Elementary will close at 12:50pm and 2:10pm respectively. Any pupils arriving after this time will be marked as an unauthorised absence.

On each occasion teachers must record whether every pupil is:

- Present;



- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances. T

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register.

If a child's unauthorised absence subsequently becomes authorised then the person with responsibility for completing the register will need to make the appropriate amendment, as soon as practicable.

12. Storage of Registers

The Children's House and Elementary Classroom attendance registers will be stored in the Office. Teachers must collect the registers from the Office at the start of each session.

On a routine basis administrative staff will take the attendance registers and elicit data on attendance from them. This is to assist in the chasing up of absences, sickness notes and routine analysis of attendance. (See monitoring arrangements section of this policy.) Registers will be collected from each class by the Administrator and taken back to the office at the following times:

AM Session CH:	9:30am
AM Session EL:	9:10am
PM Session CH:	1:00pm
PM Session EL:	2:10pm

13. Absence

In the event of any absence parents are requested to communicate this to the school at their earliest convenience. A call to the school to inform staff of the reasons for absence can be made.

The school should be notified in advance and in writing. This can be in the form of a handwritten letter or email (submitted to admin@alamiyah.org).



Any planned absence (e.g. family holiday) during term time should be raised with Alamiyah School in advance and prior to booking. The Head teacher and other authorised staff will consider the proposal and any special circumstances relating to the application. Alamiyah school is not obliged to authorise such absence. A pupil should not be granted more than ten school days leave of absence in any school year. All correspondence relating to absence will be retained by staff.

Pupils attendance is monitored and poor or irregular attendance is addressed. We inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more (See Returns Section Below)

14. Inspection of Registers

The attendance register of every school shall be available for inspection during school hours by any of Her Majesty's Inspectors of Schools in England, any additional inspector assisting the Chief Inspector and in the case of a school maintained by a local education authority, any officer of the local education authority authorised for that purpose.

15. Extracts from Registers

The persons authorised to inspect the registers above are permitted to make extracts from those registers for the purposes of their functions under the Education Acts.

16. Returns

Alamiyah School has a legal duty to report certain attendance issues to the LA. This includes a return giving the full name and address of every registered pupil of compulsory school age who fails to attend the school regularly (see section 4 of this policy), a pupil has unauthorised absence of 10 days and deletion from the school register when the reason is not known. In the event of the latter case, Alamiyah School will report this as soon as possible to the local authority in which the pupil lives.



No return needs to be made in regards to a pupil's absence from Alamiyah School due to the pupil attending another school at which he is a registered pupil. Any period during which the pupil was attending an approved education activity, as defined in contents of attendance register.

17. Archive of Registers

At the end of the school year, we archive both the admissions and attendance registers and store them for a minimum of three years after the end of the year.

18. Monitoring Arrangements

The data collected from the register will be analysed. This data will be evaluated and, further action taken, as appropriate. All paper registration records are transferred to electronic format daily/weekly. Electronic records are maintained for absence monitoring purposes. Year to date Cumulative School attendance percentages are maintained for each pupil on a weekly basis to provide a clear understanding of any individual issues with attendance. Collated cumulative totals are maintained on a monthly basis.

These electronic records are monitored by the EWO to pre-empt attendance issues so that they can be addressed early and support can be put in place if necessary to maintain high attendance levels.

Pupil absence will be monitored if pupils miss a day from school, bringing their cumulative school attendance percentage to 99.4%. These pupils will be flagged as green on the absence monitoring log since their monitoring is purely precautionary at this stage. Parents of pupils flagged as green will be communicated with regularly about any absences and a correspondence log will be maintained. Monitoring pupils at this stage facilitates partnership with parents/carers so that attendance issues are flagged up at the earliest opportunity to ensure that parents can take the appropriate steps to improve attendance.



If cumulative school attendance percentages fall to 98.4%, the equivalent of 3 full days off school, then the monitoring and communication will increase and those pupils will be flagged as amber. Cumulative school attendance percentages for pupils logged as amber will be reported to their parents on a weekly basis as an alert, this will continue for at least four weeks or until attendance improves. If attendance does not improve, email alerts will continue and the EWO will alert the Headteacher so that a meeting can be arranged with the parents and the Head. If there are no further absences, parents of pupils flagged as amber will be sent attendance figures half termly. Further absences will trigger the EWO to ensure parents receive further email alerts with school attendance percentages. Pupils will be flagged as red as soon as their cumulative school attendance percentage falls to 96.8% or below. At this point pupil absence monitoring and the communication with parents will be more regular and a further investigation will be made. Pupil absenteeism figures will be maintained and monitored to isolate persistent attendance issues.

The EWO works closely with the Headteacher and DSL to ensure that any potential safeguarding issues are highlighted and followed up.

Attendance and absence monitoring figures are reported to the Trustee Board (Governors) for further scrutiny on a termly basis and at the point there is an attendance issue emerging.

19. Electronic Registers

At Alamiyah all original attendance registers will be taken by hand on a paper copy. For monitoring purposes attendance registers will be entered on an electronic copy weekly, all amendments will be maintained on the paper copy. Only the current correct code (amended or original) on the pupil register will be entered.



This policy was adopted at a meeting at Alamiyah School

Held on:

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019



Appendix 1

Codes to record pupil attendance and absence

Λ	Present at registration
B	Educated off-site (Not Dual registration)
C	Other approved educational activity (not covered by other codes or descriptions)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or description)
P	Approved sporting activity
R	Day set aside exclusively for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after register closed
V	Educational visit or trip
X	Untimetabled sessions for non-compulsory school-age pupils
Y	Partial and forced closure of school
#	School closed to all pupils



Appendix 2: Guidance for Schools on Attendance Codes

Present at school.

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity



This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Consortia Schools Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Code D: Dual Registered

at another educational establishment This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment



This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.



Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.



Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence codes are as follows:



Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances



This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause;
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance;
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.