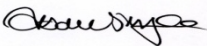
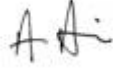


# Attendance and Punctuality Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Signature	Head Teacher	Signature	Review
Sep 2017	Abdul Hayee		Askor Ali		Review as necessary

## **Attendance and Punctuality Policy**

At Al-Mizan Primary School and London East Academy we expect the highest level of attendance and punctuality from all pupils so they may develop their full potential during their time at school. Missing out on education due to poor attendance and punctuality has a significant effect on pupils' life opportunities. The school staff, pupils and parents must do all in their power to ensure that excellent attendance and punctuality remain an integral part of the school's ethos. The school starts at 8.00am. The school target is to have 95% attendance and above for all students.

### **Purpose of our procedures**

1. Make clear the expectations of regular and punctual attendance
2. To raise levels of attendance and punctuality
3. To ensure that the school is notified at the earliest possible opportunity of the absence of a pupil in order to ensure class registers are filled in accurately.
4. Develop links with parents and carers to foster a joint concern about their child's attendance and punctuality

### **Improving Attendance**

We will strive to encourage regular and punctual attendance by:

1. Providing a stimulating and relevant curriculum
2. Providing a safe, secure atmosphere which allows for diversity and in which pupils are protected
3. Ensure that the school environment is clean, pleasant and welcoming
4. Ensure that there are fair and effective Code of Conduct, anti-bullying and anti-discriminatory policies in place
5. Encouraging every student to monitor and improve their own standards and set personal goals.
6. Publicising form attendance as a means of encouraging healthy competitions between classes.
7. Rewarding good attendance through individual and group through praise, attendance certificates and rewards. merit system and certificates.
8. Notifying the parents of the student's attendance — by reports and school contact.
9. Form tutors and all teaching staff having the highest expectations of good attendance and making students well aware of this fact.

### Incentives and Rewards

The school will recognise good and improved attendance by:

- Certificates for 100% attendance & punctuality;
- Rewards for highest attending form group

- A reward is given at the end of the year to students who have achieved 100 % attendance for the duration of the year.

### **Late arrivals**

A member of staff is based at the school entrance between 8.00am-8:15am, Monday to Friday. Students are signed into the late register and given a late slip if they come into school after 8.20am. Slip is then passed onto the subject teacher. The attendance officer will then ensure those students who come in late serve detention at the end of the week. Students who come in after 8:15am are marked down as late on the register & School Kompanion Management Software (KSM). Students who arrive after 8:20am go directly to the school office to sign in and receive their late slips.

A record of lateness is kept by the school. Repeated lateness which are cause for concern are highlighted by Attendance Officer and team who will then take a 3 point action plan to ensure their punctuality is improved. 4 point action plan is:

1. Call home and speak to parent
2. Send letter home if punctuality is not improved
3. Meeting with head & form tutor
4. Possible withdrawal from assessments

### **Notification to the school of absence**

Parents should notify the school of their child's absence on the first day of occurrence (before 9am) and ensure that written confirmation of this absence is given in a letter to the Form Tutor and the schools office on the child's return to school which will be kept in the students file. Failure to produce written confirmation will result in an unauthorized absence being recorded in the register. The school will contact parents when concerned about an unexplained absence and parents are encouraged to contact us if they have any such concerns.

Parents and carers of pupils being admitted to the schools are asked to support the school's commitment to regular attendance and punctuality, by signing the schools "Home-School Agreement" (Appendix A).

The school expects routine medical appointments during holidays and out of school hours. However, this may not always be possible in which case the school should be informed in advance in writing.

## Registers

Form tutors complete registers twice a day (subject to change due to interventions, in the morning and afternoon sessions. The form tutors should monitor absences and send letters home at the end of each term if there is a cause for concern. Teachers will continually monitor attendance and punctuality and regularly remind pupils of its importance.

In order to secure the safety of pupils, an accurate record of their attendance (the class register) is necessary, and is a legal requirement.

### **Procedures to be followed when a child is absent from school**

The form tutor will record the absence in the register. If the parents / carers have notified the school, the admin staff will record the absence in the register using the appropriate codes to be as specific as possible. If the parents / carers have not already contacted the school, a member of staff from the office will seek an explanation for the absence as soon as possible by a telephone call.

If a satisfactory explanation is given, record the absence with the appropriate code to explain the absence. If a satisfactory explanation is not given the school will persist in asking for a reason and the absence will be left as unauthorised.

If there are concerns about absences the class teacher/form tutor should alert the school pastoral lead. The pastoral lead will make a telephone call to the parents or request parent/carer to come into school to discuss their child's attendance/punctuality.

### **Procedures to be followed when a child is absent from school due to illness**

Parents should notify the school on the first day the child is unable to attend due to illness. If the parents/carers have not already contacted the school, a member of staff from the office will contact the parents to identify the reason for absence.

The attendance officer will then authorize the absence due to illness with the appropriate code unless they have genuine cause for concern about the veracity of the illness. If the authenticity of illness is in doubt, the school can request parents to provide medical evidence to support the illness.

Medical evidence is not required for the first three days of absence. However parents will be required to bring in a written confirmation of the absence for the 2<sup>nd</sup> and 3<sup>rd</sup> day. After the 3<sup>rd</sup> day of absence (consecutively) medical evidence is requested from parent. This can be in the form of prescriptions, appointment cards (etc), rather than doctors' note.

## **Unexplained absences and missing pupils**

Any pupil who is absent for unexplained reasons will be referred to the local authority after five days. If necessary the police will also be informed.

The school will ensure that when a pupil moves their record is forwarded to the new school to avoid any pupil going missing. Likewise records of all new admissions will be sought from the previous school before the pupil starts attending the schools.

## **Extended leave/ Family holidays/trips overseas**

Family holidays during term time are strongly discouraged and permission will normally be refused. This includes hajj and umrah trips during term time. Where a parent wishes to take their child out of school they must write to the headteacher and return it to the school reception. Under no circumstance will a holiday of more than 10 school days be allowed. Parents are warned that failure to adhere to these regulations can in most extreme cases lead to the child's removal from the school roll. Where a pupil is granted permission to miss school for a holiday it is the child's responsibility to see all of his/her teachers and ensure that all work missed has been caught up with.

## **Fines**

To improve attendance and punctuality at Al Mizan and London East Academy, the school have adopted the national framework in tackling low attendance figures. Parents will be fined £60 per parent per child per period of unauthorised absence (3 consecutive days), which rises to £120 if not paid within 21 days. There is no statutory right of appeal once a Penalty Notice has been issued. The Headteacher has the right to waver the fine if he deems an appropriate reason has been given by the parent or if parents can ensure the child's attendance & punctuality will improve.

## **Confidentiality and security**

All school staff will be made aware of and will comply with the requirements for confidentiality and safe keeping of registers. This will include:

- Pupils not marking or overseeing the register
- Prompt submission of the register to the school office after marking
- No information of the register being disclosed to anyone other than an authorised person
- No class registers being taken off the school premise
- Class registers being stored safely and securely at night and weekends

## **Monitoring**

The schools will conduct regular reviews of the attendance statistics and register. After each half term a scrutiny of attendance will take place. Pupils with attendance below 95% are deemed as a cause for concern and phone calls and meetings will be arranged by the attendance officer to support the parents of these pupils. Where there is very low attendance of below 80% with no valid reason presented, the pupil will be referred to the Head teacher, who will take appropriate action as deemed by the pastoral lead and Governing Body including court warning notices and prosecutions.

Daily records of absent students are recorded and tracked along with the reasons stated by the parents/carers for their child's absence. The school also records weekly attendance figures for each year group with a cause for concern being raised if attendance falls below 95%. Student trackers are monitored on the no. of days a pupil is absent per week with a four point action plan to improve attendance of any students (as stated above).

## **APPENDIX A- Home - School Agreement**

NAME OF STUDENT:

D.O.B:

### **PARENT/GUARDIAN:**

As a parent/guardian I take up the full-time place offered to my son as of September 2015, and furthermore I will:

- Pay the tuition fee when it is due i.e. **2<sup>nd</sup> of July for Autumn Term, 2<sup>nd</sup> of December for Spring Term and 2<sup>nd</sup> of March for Summer Term.**
- Ensure that my son attends school regularly, on time at 7:55am, and is picked up from school promptly when the school finishes.
- Give prior notice if my son is to be absent from school on any occasion.
- Ensure that my son always attends school wearing the correct uniform.
- Ensure that my son does his homework regularly.
- Support school policies regarding behaviour and following the „school rules“.
- Attend parents“ meetings and any other meetings concerning my child“s progress.
- Inform the school if there is a problem that would affect my child“s education and welfare.
- Provide all necessary support concerning all items listed in „Parent Matters“.
- Your child attends and participates in all school activities including that related other faith, culture and British values
- Ensure that my son upholds school values and etiquettes in school and at home.

### **STUDENT**

As a student of Al-Mizan & London East Academy, I will:

- Attend school regularly and on time at 7:55am, and will be punctual for all my lessons.
- Wear the correct uniform to school every day.
- Have a good attitude to school and learning, remembering that everything that I do, I do for the sake of Allah.
- Do all my class-work and homework on time and to the best of my ability.
- Know, understand and follow the school“s „school rules“ at all times.
- Treat my teachers with respect.

- Treat all other students in the school and others in the London Muslim Centre with respect, courtesy and Islamic manners.
- Speak to my teachers and other staff if I have any problems or concerns.
- Always maintain Islamic Adab and etiquettes
- Inform my teachers if there is any problem which may affect education and welfare of myself and other students
- Will never be involved in physical confrontation with another student

**SCHOOL**

As individual staff and the school, Al-Mizan & London East Academy will:

- Insist on a high standard of work and behaviour/Adab from all of its students by building good relationships between students, parents/guardians and the school.
- Provide an accessible and balanced curriculum including Islamic Studies and National Curriculum subjects.
- Ensure an Islamic environment and teach Islamic Adab, morals and manners.
- Set, mark and monitor homework on a regular basis.
- Care for the safety, well-being and happiness of its students.
- Listen to parents’ and students’ concerns regarding the education and welfare of their sons.
- Provide written reports of students’ progress, hold parents’ meetings, and keep parents informed of progress as and when required at other times.

I will make every effort to support the Al-Mizan & London East Academy Home-School Agreement:

Signed:\_\_\_\_\_ Signed:\_\_\_\_\_Signed:\_\_\_\_\_

Parent/Guardian

Student

Headteacher of Al Mizan & London East Academy

Date: \_\_\_\_\_ Date:\_\_\_\_\_ Date:\_\_\_\_\_