



## Al-Ashraf Primary School Attendance policy

### 1. Introduction

Good attendance is essential if the children are to take full advantage of school and gain the appropriate skills which will equip them for life.

The school aims to achieve good attendance by operating an attendance policy within which children, staff, parent(s)/guardian(s) can work in partnership.

The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage punctuality and good attendance, the School Principal/Deputy Head Teacher will liaise with home about a child's attendance when this is appropriate.

Good attendance will be seen as an achievement in its own right and recognised as such with awards such as certificates.

### 2. Principles

Children should come to school every day

i) A child should only be absent if the reason is "unavoidable." Every half-day absence from school has to be classified by the school (not by parent(s)/guardian(s)), as either authorised or unauthorised.

This is why information about the cause of each absence is always required.

ii) Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical appointment or other unavoidable causes.

iii) Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given.

This includes:

- going shopping
- looking after siblings
- airport trips
- routine dental appointments
- truancy
- absences which have never been properly explained
- Children who arrive at school too late to get a negative mark

A school absence note may not be sufficient if the reason given is not "unavoidable."

iv) Some children need encouragement to attend regularly. Any problems are best sorted out between the school, the parent(s)/guardian(s) and the child. It is never better to cover up their absence or to give in to pressure to excuse them from school. This gives the impression that attendance does not matter and may

make things worse. Parent(s)/Guardian(s) are expected to contact school at an early stage and to work with the staff in resolving problems together.

v) If problems cannot be sorted out in this way, the school may refer the child to the LEA Education Social Worker.

vi) Parent(s)/Guardian(s) or children may wish to contact the Education Social Worker themselves to ask their advice. They are independent of the school and can be contacted at the local education authority.

### 3. Procedures

If a child is unfit for school, parents should contact the school on the first day, in person or by telephone. When the child returns, they will be given an 'Absence Form' for the days they have been absent from school. This must be completed and signed by the **parent or guardian only**. If the parent/guardian cannot write in English, they must write in any language. The school will have this translated.

Absences will not be authorised unless the Absent Form is returned to school. Other reasons for absence must be discussed with the school each time. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which are unavoidable in school time, provided a written explanation is received. Children need to obtain a Special Leave of Absence form in these circumstances before they leave the premises.

### 4. Holidays and other circumstances in which a child could be absent

All holiday leave and other circumstances for absence in term time are at the discretion of the School Principal/Deputy Head Teacher. Provided the request is made in advance in writing by the parent/guardian looking after the child, **leave for up to twenty (20) days once during the child's school infant years (Reception through to Year 2) and up to twenty (20) days once during the child's school junior years (Year 3 through to Year 6) may be granted, provided the child's attendance record is otherwise satisfactory**. Leave may be refused where child may have already missed a lot of work in the past or at crucial times of the year.

Requests for leave beyond twenty (20) days will not be granted except in exceptional circumstances on a case-by-case basis.

**If parents fail to comply with the above and take unauthorised leave or take leave above ten school days, the child will be taken off the school register and will have to re-apply with a £50 registration fee – see admission policy for more details. The school also has a right to drop the child down a school year if teachers feel they are not capable of continuing in that Year due to the work missed.**

### 5. Lateness

Each child must attend on time to be given a mark for a session. Parent(s)/Guardian(s) are expected to ensure that children are present at registration. Children need to arrive by 8.40am (8:50am for Reception) and 1.30 pm after which the register will be closed. Children who arrive after the registration period will be marked in late.

Parents will be notified if there is a recurring pattern of lateness.

### 6. Missed Work

It is expected that in all cases of absence, the child will catch up with work missed at the earliest opportunity.

### 7 Special Circumstances

It is recognised that there may be circumstances when a child may arrive late for a period of time because of transport difficulties or because of prolonged illness. The school would adopt a flexible approach in these instances and work with the child and parent(s)/guardian(s) to help in any way possible.

### 8. Rewards

- i) The school will celebrate 100% attendances by presenting each child with an award certificates as appropriate.
- ii) A high level of attendance would merit a strong and supportive reference from the school.

**Policy Revised on: - 29/11/2011**

Mufti Abdullah Patel – School Principal  
Mr Shahid Vaid – Chair of Governors