



Title: Attendance and Punctuality Policy

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Principal

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Attendance and Punctuality Policy

We believe that pupils can only take full advantage of their education if they attend school regularly and punctually. The school curriculum is carefully planned each day to ensure children receive rich and varied learning. A child misses valuable learning opportunities if they do not attend school regularly and on time. The learning they miss results in them having to spend time catching up, whilst persistent lateness or non-attendance could significantly disadvantage them throughout their school career

AIM

The aim of this policy is to raise levels of achievement by ensuring the highest possible levels of attendance, punctuality and involvement in Iqra Academy.

All schools are expected to achieve an overall rate of 95% attendance. At The Iqra Academy it is the responsibility of all our school staff to be welcoming to children and their parents, creating an atmosphere where they both feel able to raise concerns and share any information that could affect the children's attendance.

Due regard will be given to the fact that a register is a legal document and, taking this into account, registers will be marked regularly and conscientiously at the beginning of the day. The times after which a child is marked late or absent are given below. The local authority recommends that, unless there is prior agreement or good reason, should a pupil arrive more than half an hour late after the registration closes, this should be an unauthorised absence (U). It is important that all children arrive at school punctually.

THE LAW

Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education.

It is the parents' legal responsibility to ensure their child has good school attendance and punctuality.

If a child of compulsory school age who is registered at a school fails to attend regularly at Iqra Academy, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

Since March 2001 there has been a further offence where a parent, knowing that their child is failing to attend regularly at school, fails without reasonable justification to cause him/her to attend (Education Act 1996, section 444(1A) as amended by the Criminal Justice and Court Service Act 2000).

At Iqra Academy we monitor absence very closely. If attendance or punctuality is persistently unsatisfactory, initially we will write to the parents to inform them of this and invite them to meet with the Headteacher if necessary. If the situation does not improve, parents will be asked to meet with the Headteacher and a referral to the Education Welfare Service will be considered. Should a child's attendance/punctuality still not improve, the parent could be prosecuted under the 1996 Education Act. Alternatively, an Education Supervision Order could be sought in the family proceedings court under the 1989 Children Act.

Arriving late to school

The school doors open in the morning at 8.00am. The doors shut promptly at 8.30am and all the children should be in their classroom ready to start school at 8.30am. Children arriving after this time need to go to the admin office where they can be marked into our late book. This will be recorded in the register as late. If a child arrives at school after 9.00am it will be recorded as unauthorised* in the register (see Unauthorised Absence).

Lates

- 1st late of the week student will receive a break time detention with a member of SLT.
- 2nd late of the week will result to both a break time detention and a phone call home.
- 3rd late after school detention

If a child is frequently late the parents/carers will:

- 1) Receive a letter and be invited to a meeting with the Headteacher. It is most important that parents discuss any problem with either the form tutor or the Headteacher so that appropriate help can be offered.
- 2) If a student is late 3 times in one week they will receive an after-school detention the following Tuesday. (Admin to keep a log of this and notify parents by telephone and writing- letter will need to be posted if appropriate).
- 3) 10 or more unauthorised sessions (a morning is one session) will be referred to the Head of School and could result in a fixed penalty fine.

Authorised Absence

Absence due to illness

Children should be kept at home if they are unwell. This should be for at least 48 hours if they have been sick and/or have diarrhea. Parents are required to telephone school on the first day of illness. All absences must be followed up with a written explanation. If no written notice is received it will be recorded as unauthorised. If a child is viewed to be having a great number of absences from school due to illness, parents/carers will be invited to a meeting with the Headteacher to discuss their child's health problems and to be offered advice on any additional help available. In cases of excessive absence due to illness, the Headteacher has the right to request a medical certificate before authorising any further absence (see unauthorised absence).

Absence due to medical appointments

If possible, doctors/medical or dentist appointments should be made outside of the school day. Parents must inform school in advance by bringing the original appointment card/letter to the school office.

Unauthorised Absence

If the procedures outlined above is not followed this will result in a child receiving an unauthorised mark in the register. Both the school and the Local Authority (LA) take unauthorised absences very seriously. All unauthorised absences are reported to and followed up by the form tutor and local authority where appropriate. This could result in legal action, including a £60 fixed penalty fine being issued to the parents/carers of a child obtaining ten sessions/5 days or more unauthorised absence during a school year.

The Headteacher may grant authorised leave in unavoidable and exceptional circumstances. However, regardless of whether the absence is authorised or unauthorised, if after ten days the pupil fails to return to school and no contact can be made with the parents/carers, the school will make a referral to the Education Welfare Service (EWS). The Education Welfare Service will make reasonable enquiries and consult with the Child Missing in Education Team (CME). If the school can make contact with the parents/carers, the school will state in writing the latest date the pupil must return to school, this could lead to the school removing them from the school roll if s/he does not return by this date.

If the pupil does not return to school within 20 days and no reasonable explanation has been given the school will consult with the Child Missing in Education Team and, in line with DFE guidance, this could lead to the pupil being taken off roll.

PROCEDURES

Principle:

- Implement Attendance Policy and inform parents.
- Monitor and review Attendance Policy annually.
- Set and monitor attendance targets.
- Implement system of rewards and sanctions Policies
- Give attendance a high profile at assemblies, school events and in Iqra Academy newsletter.
- Support from tutors on issues of non-attendance and internal truancy, remedying causes and applying sanctions.
- Report on attendance to governors.

Form Tutors:

- Be a good role model for pupils.
- Give attendance a high profile.
- Praise pupils for arriving on time.
- Take prompt action where pupils are late or absent without explanation.
- Keep an accurate register.
- Ring parents if lack of attendance is becoming a concern
- Return register to the Admin Office promptly at the end of every registration.
- To complete attendance reports if tutee has been away more than once in the week or more than two times in the month.

Parents

- Ensure that children leave for school on time every day and arrive promptly to school.
- Provide written explanation for children's absences from school.
- Endeavour not to take children out of school in term time.
- Notify Iqra Academy as soon as problems arise with the child's attendance.
- If no letter has been sent in advance telephone Iqra Academy on the first morning child is absent.

Pupils

- Arrive by 8.30am for registration every morning.
- Be on time for lessons.
- Make sure a note is sent from parents to explain absences.
- If late sign in at The Attendance Office (beside the medical room).
- If need to leave early sign out at Attendance Office.
- Tell Form Tutor if having any problems attending school.

Support Available

- Attendance Reports (to combat lesson truancy).
- Attendance interviews and regular reviews.

Rewards

- Half-term, termly and annual certificates and letters home for individuals and form prizes for groups.
- 50 House points will be awarded to students who have had no lates at the end of each half term.

Sanctions

Iqra Academy reserves the right to use any of the following sanctions to fulfill its obligations with respect to school attendance: -

- Lunch Time detentions
- Morning / after school detentions
- Fines

Parenting Contracts.

- Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school regularly. This can result in the school offering the parent the opportunity to enter into a parenting contract following a pupil 's truancy under section 19 of the Anti-social Behaviour Act 2003 (with The Governing Body).

- **Penalty Notices issued by Iqra Academy.**

- Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her compulsory school age child who is a registered pupil fails to attend school regularly. This can result in the school issuing a penalty notice under section 23 of the Anti-social Behaviour Act 2003 (by Principal and deputy).

- **Parenting orders or penalty notices can also be issued by the Education Welfare Service on behalf of the LEA.**

- **Prosecution by the Education Welfare Service on behalf of the LEA. Parent guides to these measures are available on www.parentcentre.gov.uk**

(Policy updated in December 2024.)