

# Tauheedul Islam Boys' High School

This policy is in line with the Mission Statement of the School

*To promote a culture of educational excellence, from within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.*

## ATTENDANCE POLICY



## Document control

This policy has been approved for operation within Tauheedul Islam Boys' High School.

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| <b>Date of last review</b> | September 2014  |
| <b>Date of next review</b> | September 2015  |
| <b>Review period</b>       | 1 Year          |
| <b>Policy status</b>       | Trust Standards |
| <b>Owner</b>               | Governing Body  |

## Attendance Policy

TIBHS attendance policy operates within the context of the school mission statement quoted above. It is the aim of the school to support every student to have maximum attendance and thus to achieve their full academic and social potential through the school community. To realise this aim, the school will work in partnership with parents in offering students academic and pastoral support.

We accept that students may need to be absent because of illness or religious observance or for other reasons, but we want to keep any such absences to a necessary minimum. We recognise that an individual student's absence can have a negative impact upon other students and staff as well as the student himself. The procedures outlined below are a statement of what the school will do and the school's expectations of parents. Parents should be aware that it is the responsibility of the Principal, not the parent, to decide whether the absence is **authorised** or **unauthorised**. Such decisions will be made in accordance with Government regulations and guidance.

Parents can be issued with a Penalty Notice or prosecuted in the Magistrates Court for their child's absence that is unauthorised. The school will share attendance information of individual students with the Governing Body, the Trust and others as appropriate.

We will celebrate and reward achievement and improvement at individual and class level. The management and operation of this policy, including the correct marking of the register by Learning Coordinators is the responsibility of the Assistant Principal: Pastoral, Ethos & Inclusion.

### Procedure

On the first day of absence parents should telephone the school office before 8.30 am to inform them of the reason for the student's absence and the likely duration of the absence. Personal or written communication to the school is also acceptable.

Where no information has been received by 8.30am on the first day of absence, the school will telephone the home of the absent student to enquire regarding the absence. Priority for first day calling will be parents of those students whose absence is of greater concern.

Parents are requested to send a note with the student upon his return after an absence, stating clearly the dates of absence and the reason. Failure to provide a written explanation following an absence may result in the absence being marked as unauthorised.

**Absences for which satisfactory written explanations have not been received within five days of the student's return to school may be marked as unauthorised.**

**Any period of unauthorised absence will lead to a strongly worded letter to the parent informing them that by allowing their son to take time off school is jeopardizing his achievement and ultimately his place in the school.**

Parents of students whose attendance continues to be a cause of concern may be invited to the school to discuss any difficulties they may be experiencing in ensuring regular attendance. The Heads of Year will conduct these meetings.

The school will endeavour to support the parents and the student in every way possible to improve his attendance and minimise the loss to his education.

The school may refer the student with attendance difficulties to the Governing Body in accordance with the agreed protocol.

### **Term-time leave/holidays**

Parents are strongly advised to avoid taking holidays in term-time and to discuss their needs and intentions with the Principal well in advance.

If it is absolutely necessary to request leave for family reasons, parents are required to seek **prior approval** using the form available (upon request) from the school office. Failure to notify the school of an impending absence will be marked as **unauthorised and the parents may be issued with a Penalty Notice.**

A decision to authorise such a request will be based on the guidance given to the Governing Body by the Trust. It is important to point out that the guidance recommends that a **0 school days may** be authorised for the duration of the student's life in the school.

Students who fail to return after the authorised period will be referred to the Governing Body and the Trust and if no contact is made by the parents with school within ten days, the student may be removed from the school roll.

This policy will be managed and monitored by the Principal and reviewed as necessary.

### **Policy on Appointments**

It is policy of the school that all routine appointments must be made outside of school hours. These include periodic dental and eyesight checks and planned inoculations as well as other non-medical routine appointments. Absences for such appointments will not normally be authorised.

Appointments made for illnesses or an unplanned medical need (e.g. toothache etc) or where the timing cannot reasonably be influenced by parents will be permitted during the school day. Such absences will be recorded as authorised.

If a student has an appointment, he should submit the appointment card or a parental letter to the Head of Year during the morning or afternoon registration. It will not be possible for students to submit letters or medical cards to the

administrative staff in the main office. Medical cards and parental letters will be discarded after a fortnight. In the absence of members of the pastoral team, students should go to their Learning co-ordinators.

The Head of Year will complete a Pupil Pass Form and this will be given to the student shortly before their appointment time.

Students will present their Pupil Pass Form to the class teacher and Learning Coordinator so that they are excused from their lessons and then go to the reception area where they will sign out and wait to be collected by a parent or guardian. Students will not be allowed to leave the school during school hours unless they are collected by a parent or guardian. Students should not miss whole days or whole morning or afternoon sessions to go for an appointment – time out of lessons should be minimised to minimise disruption to learning.

### **(i) Role of Pastoral Team**

The Assistant Principal Pastoral, Ethos & Inclusion and the Heads of Year will:

- Review the 'Attendance Concern Lists' each Friday morning and:
  - Give a Year Detention to a student who has been late more than once in a week.
  - Contact parents by telephone to inform them of the school's concern regarding attendance or punctuality, particularly if there are patterns to absences or lateness.
  - Contact parents by telephone to inform them that their son has a Year Detention if he has been late more than once that week.
  - Contact parents by telephone if their son's aggregate attendance for the year to-date falls below 97% for the first time. **This excludes students who have an attendance below 97% for an authorised reason such as an authorised holiday.**
- Review attendance at the end of each half-term and contact parents for an actual meeting if their son's aggregate attendance for the year to-date is below 90%. The member of the senior leadership team responsible for attendance may attend this meeting if appropriate.
- Review the attendance at the end of each half-term and refer the matter to the Governing Body via the member of the Senior Leadership Team responsible for attendance if a student's aggregate attendance for the year-to-date is below 85%.

Parents can be issued with a Penalty Notice or prosecuted in the Magistrates Court for their child's absence that is unauthorised. The school will share attendance information of individual students with the Governing Body, the Trust and others as appropriate.