



## Attendance and Punctuality Policy

### 1. Introduction

#### **1.1 Overview**

Al-Burhan Grammar School is committed to provide a full and effective education for all of our students to ensure that every student achieves their full potential. Regular attendance and punctuality is a key requirement for this to occur and so must be monitored and maintained. There are clearly documented links between regular attendance and attainment. All students should be aiming for 100% attendance and parents support and encouragement in achieving this is crucial.

The purpose of this policy therefore, is to ensure that school staff has an understanding of school procedures related to attendance and punctuality, that all staff know what their responsibilities are in this matter and that as a school we meet all the key points as outlined in the Education (Pupil Registration) Regulations 1995, Education (Pupil Registration) (England) Regulations 2006 and Education (Pupil Registration) (England) (Amendment) Regulations 2013 and 2016.

#### **1.2 Responsibilities**

Good attendance and punctuality is a key character trait which should be nurtured by everyone in the school community. Therefore, we believe that everyone should be involved in implementing this policy and have indicated the various responsibilities below.

##### 1.2.1 Student's responsibilities

- To come to school on time: if travelling by public transport, it is the student's responsibility to catch a bus/train enabling them to arrive on time.
- To attend school regularly
- To tell a member of staff of any problem which make it hard to attend school regularly.

##### 1.2.2 Parent/Guardian's responsibilities

- To place on importance on attendance and punctuality
- To develop good habits on your daughter by doing your best to ensure she is on time to school.
- To adopt a bracing attitude when it comes to illness etc.
- To try and book all non-essential appointments/activities outside of school hours
- To work with the school when managing any issues which may arise to do with attendance or punctuality

##### 1.2.3 School Secretary's responsibilities

- Record attendance and absences regularly, accurately and efficiently
- On the first day of absence, make every responsible effort to contact the parent/carers
- Deal discreetly and properly with any problem notified to the school by the parents/carers

##### 1.2.4 Teacher's responsibilities

- Provide good quality education
- Deal discreetly and properly with any problem notified to the school by the parents/carers
- Make all efforts to encourage good attendance

##### 1.2.5 Headteacher's responsibilities

*Updated: September 2021 – Review: August 2022*



- to oversee the whole policy
- to take necessary measures to effectively implement the policy
- to have particular regard to the equalities aspect of the policy
- to investigate properly before removing any student from school register

### **1.3 Monitoring and evaluation of policy**

The Form Tutors, School Secretary and the Headteacher will, using the Registers, carry out monitoring of attendance and punctuality. An annual review will be undertaken to compare attendance and registration related data with those for previous years and with local and national averages.

## **2. Attendance**

### **2.1 Importance of good attendance**

Regular attendance at school is vital to help children achieve and get the best possible start in life.

Children who frequently miss school often fall behind. There is a strong link between good school attendance and achieving good results. For example, only 12% of pupils with below 80% school attendance achieve five or more GCSEs at grades A\*-C including English and Maths, compared to 68% for pupils with attendance greater than 95%.

Good attendance at school shows potential employers that a young person is reliable. Young people who are frequently absent from school are more likely to become involved in, or be a victim of crime and anti-social behaviour.

### **2.2 Illness**

We understand that on occasions students may have to miss school due to ill health. We ask that parents:

1. Adopt a bracing approach to illness. Please only keep students off school when it is absolutely necessary.
2. Contact the school by telephone on 0121 440 5454 on the first day of absence by 9.00am indicating the expected date of return.
3. A written explanation for the absence must be brought in on the day students return and handed over to Form Tutor.
4. In cases of persistent or prolonged absence school will require medical evidence e.g. doctors note to explain the absence.

### **2.3 Medical appointments**

Medical/dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible please write to your daughter's Form Tutor with the appropriate evidence e.g. letter / appointment card.

### **2.4 Holidays**

Holidays must not be taken during term time. The Government has made amendments to the



Education (Pupil Registration) Regulations 2006 which came into force on 1st September 2013. The amendment states that Headteacher may not grant any leave of absence for holidays during term time unless there are exceptional circumstances.

Parents needing leave of absence for exceptional circumstances should apply to the Headteacher by completing an “Application of Leave of Absence – Student” form. The exceptional reason should be outlined in detail and evidenced. Wanting to take advantage of off-peak holiday prices is not an exceptional circumstance. This application must be submitted to the Form Tutor at least three weeks before the first date of the requested leave.

Parents must allow the school to consider their application before booking flights or leaving the country, even when unforeseen events occur (e.g. family bereavement). As part of their application for leave in term time in exceptional circumstances, parents/carers will be expected to demonstrate a willingness to make arrangements which cause the least disruption to their children’s learning.

Parents who take their children on holiday without permission will incur unauthorised absence for their child. These remain on the child's record and will be monitored. Parents will also be issued with a fixed penalty notice.

## **2.5 Other requests for absences**

Requests for absence for engagements resulting from personal sporting or other commitments/interests should be submitted in writing to the Headteacher by completing an “Application of Leave of Absence – Student” form. These will be considered individually taking into account the impact the absence will have on their progress.

## **2.6 Religious observation**

Muslim and Christian holidays are already covered by the school's holiday pattern. Any additional requests should be made in writing in advance to the Headteacher.

## **2.7 Unauthorised absence**

In addition to holidays taken in term time, penalty fines can also be issued to parent/carers of students who have a series of 10 or more unauthorised absences.

## **2.8 How we will support you in encouraging good attendance**

1. School reports will show your child's level of attendance and punctuality record. We will clearly indicate if it is a cause for concern.
2. We will reward and recognise students with excellent attendance records.
3. Parents will be informed by letter / phone call if we have concerns about attendance and punctuality levels.
4. In severe cases of poor attendance / punctuality, parents will be asked to come into school for a meeting with senior members of staff.

## **3. Punctuality**

### **3.1 Importance of punctuality**



Good punctuality is also essential for students' progress. Students who are late for school miss learning and develop bad habits resulting in them being unprepared for the world of work. Students who arrive late must sign in and inform the office.

### **3.2 Responding to lateness**

Students who are late for school will receive a detention and a fixed penalty fines depending on the number of lateness in a week. If their lateness becomes habitual we will ask parents to come into school for a meeting with senior members of staff. Fixed penalty fines may also be used when students are persistently late.

The exact length of detention varies from time to time depending on effect. A sample step-by-step used in the past at Al-Burhan is as follows:

- Tally of lateness kept on a central annual spreadsheet
- 3x late in one week = 45minutes detention on Friday of next week
- 4x late in one week = 45minutes detention on Friday of next week Call parents in and discuss
- Consequences for lateness applied to a student in two consecutive weeks = call parents in and discuss

## **4. Leaving School during the day**

If a student feels unwell, she must tell a teacher straight away. Normally, she will be sent to the School Office where she will be taken care of. If she is too ill to remain at school or if hospital treatment is necessary, parent/carers will be contacted to make suitable arrangements.

Accidents and injuries of any sort must be reported to a member of staff immediately. The same sequence of events as above will be followed.