

Al-Hijrah School
SCHOOL ATTENDANCE POLICY

AIMS

- To raise awareness of the importance of good attendance
- To provide systems and structures that monitor attendance.
- To work in partnership with parents, pupils and other agencies to improve attendance levels.

RIGHTS / ROLES and RESPONSIBILITIES

Form Tutor:

- To ensure that registers are taken at 8.45am and 1.45pm daily.
- To collect and forward absence notes to the office
- To raise concerns about absences, when they occur, with pupils and with the Attendance Officer if they persist.
- To complete Absence Returns as and when required
- To reward the class if the monthly attendance target has been met (according to the Rewards & Sanction Policy)

In return expect:

- To be informed of any attendance issues
- To have support from the Attendance Officer

Pupils should:

- Arrive on time and make every effort to attend the school every day.
- If late (after 8.50 am), report to the Main Office for their late mark.
- Bring a written absence note stating the reason for absence, if this has not been sent during the absence period.

In return expect:

- To be praised and encouraged for good attendance.
- To receive certificates and merits for excellent attendance
- To meet with the Attendance Officer/EWS (Education Social Worker) if attendance is falling below average

Parents should:

- Ensure that pupils attend school everyday on time. Pupils should be in the form room by 8.45am
- Offer a reason for any period of absence, preferably before the absence or on the first day of absence
- Provide evidence of medical appointments during school hours
- Get prior permission from the Headteacher, in writing, of any absence or any intended long-term absence.

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- Work closely with the school and EWS to resolve any problems that may impede a child's attendance
- Know that they may be prosecuted if a child does not attend school regularly and punctually.

In return expect:

- To be contacted on the first day of absence when parents have failed to contact the school
- To be contacted if there are any concerns regarding their child's attendance or punctuality

Attendance Officer

- To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To keep staff informed of any personal circumstances regarding pupils attendance
- To liaise with the EWS when attendance is causing concern
- To make contact with parents.