



# ATTENDANCE AND PUNCTUALITY POLICY Year 2019/2020

## A Guide for Parents/Carers

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST (BIST)

NAME: G. F. Nounu

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REVIEW DATE: September 2020



## Aims and Targets

The Governing body of Andalusia Academy Bristol places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives.

To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a **MINIMUM of 96%** attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to full-time education, to which they are entitled; and,
- act early to address patterns of absence.

All students should be targeting 100% attendance. Every student's attendance and punctuality will be monitored on a weekly basis by the attendance office and then referred to the Heads of Primary or Secondary.

## EXPECTATIONS

PARENTS will:

- Ensure that their children attend school regularly
- Notify the school on telephone number **0117 9291661** for any student absences or lateness.
- Complete a request form for absence in term time for exceptional circumstances
- Ensure when their child returns to school they bring in written confirmation of why they were absent
- Hand in medical evidence for 4 or more days absence due to illness
- Meet with the Head Teacher and Attendance Officer to discuss their child's attendance when necessary



**CLASS TEACHERS will:**

- Complete KSM register at the start of each session (morning and afternoon)
- Monitor daily patterns of attendance and report any concerns that arise to the Attendance Officer.
- Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances
- Make parents aware of concerns over good attendance

**ATTENDANCE OFFICER will:**

- Support the school in achieving its targets and addressing attendance concerns.
- Support families in ensuring their child/ren attend school regularly.
- Print off official reports for each calendar month for monitoring purposes
- Prepare and facilitate school attendance review meetings for punctuality
- Contact parent by phone, letter to discuss the schools concerns and how attendance and punctuality can be improved
- Monitor alongside the Head Teacher, patterns of attendance and lateness
- Make first day absence calls and record reasons for absence
- Carry out school agreed procedures with parents of children whose attendance is of a concern.
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**OFFICE STAFF will:**

- Input late attendance data on KSM system
- Complete the absence record book

**GOVERNING BODY will:**

- Monitor whole school attendance termly and take appropriate action should it affect standards.



## PROCEDURES

### Registration

- Registration takes place at the beginning of the morning and afternoon session. No pupils is marked as present unless the teacher has seen them through visual contact.
- Pupil who arrive after the registration period has ended should go straight to the school office to sign in and give a valid reason for their lateness.
- Please note that all secondary students registers will take by 8.35 am by their tutors and primary registers will be taken by 8.35am by their class teachers. Once registers have been closed, students will be marked in late.

### Stages of Persistent Late

- 1) Letter sent home to parents, outlining the number of late, and the dates that they have occurred.
- 2) Detentions will be set for students, who've had two incidences of late in a month. Parents will be informed, once the detentions has been set via Teachers2parents.
- 3) If lateness persists, parents will be called in for a meeting to try and resolve the issue. During the meeting targets will be set for the pupil to reduce the lateness.
- 4) In severe cases, the external agencies will be contacted as this could be a safe guarding issue.

### Absences

- Parents are asked to report their absent children by contacting the school on telephone number **0117 9291661**, with the name, year of the student and reason.
- All medical and dentist appointments need to be made outside school hours, unless it is an emergency. Parents need to provide appointment cards or letters form their appointments for proof of evidence.
- If a student is off ill for 5 days or more, the school will ask the parents to provide evidence from a doctor/hospital.
- In very Exceptional Leave parents may request leave. Parents **MUST** fill in a holiday request form, which is available from the school office, accompanied by a letter explaining with sufficient details, the nature of the requested leave, along with supporting evidence.
- The decision of the leave will be made by the Head of Primary or Secondary and will be given to the parents in writing.



## Children missing in education

- After 10 continuous days of absence, and with no contact from parent/carer, the school will report the child as “Missing in Education.”
- AAB follows Bristol City Council Protocol and Procedures in reporting children missing in education.

## Appointments

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

## Holiday in Term Time Procedures

Children attending Andalusia Academy Bristol, are not allowed absence for holidays. Parents may choose to complete a leave request stating why they are removing their child during term time. Permission may be granted in ‘Exceptional Circumstances’ by the Headteacher. **Only exceptional circumstances will be authorised.** (For a list of examples of exceptional circumstances – See Appendix A).

Any absence, other than for illness or emergency medical attention, will be coded as follows

- Unauthorised (U) – Student arriving after 9:00
- Late – Students arriving between 8:30-9:00
- Student absent without prior authorisation (O)
- Student absent- no reason provided by parents (N)

## Strategies for Monitoring Good Attendance

The majority of pupils at Andalusia Academy have a good attendance record. To reward this, we do the following:

- Individual certificates and prizes are presented termly where punctuality, and full attendance (100%) has been gained.
- Weekly assembly to award the best attending class and reward given.





- The Head Teacher, and the Attendance Officer will monitor attendance and any child with below 96% attendance will trigger concern and an action plan put in place.
- The school have bought the local authority services and the persistent absentees will be monitored and meetings held.
- Children with attendance below 90% (Persistent Absenteeism) will be monitored by the Head Teacher, and the Attendance Officer and may trigger Court Section.

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend school. Staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.



## Appendices

### Appendix A – examples of exceptional circumstances

The importance of school attendance is such the law has now changed and Head teachers may now only grant leave in term time where the circumstances are exceptional. This is in line with Bristol Local Authority's 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations.

For example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)

Family emergencies need careful consideration. It is not always in the best interest of the child; nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the School. The Head Teacher will then make a decision on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

If a child is taken out of school without the Head Teachers authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.





**Appendix B – Codes**

Key:	
<b>Present</b>	Present
<b>B</b>	Off-site educational activity
<b>C</b>	Leave of absence authorised by the school
<b>D</b>	Dual Registered - at another educational establishment
<b>E</b>	Excluded but no alternative provision made
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher
<b>H</b>	Holiday authorised by the school
<b>i</b>	Illness (not medical or dental appointments)
<b>J</b>	At an interview with prospective employers, or another educational establishment
<b>L</b>	Late
<b>M</b>	Medical or dental appointments
<b>N</b>	Reason for absence not yet provided
<b>O</b>	Absent from school without authorisation
<b>P</b>	Participating in a supervised sporting activity
<b>R</b>	Religious observance
<b>S</b>	Study leave
<b>T</b>	Gypsy, Roma and Traveller absence
<b>U</b>	Arrived in school after registration closed
<b>V</b>	Educational visit or trip







W	Work experience
X	Not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register
#	Planned whole or partial school closure

