



**PRESTON MUSLIM GIRLS**  
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

# Attendance Policy

**RATIFIED BY THE FULL GB – November 2017**

**REVIEW DATE – November 2018**





## WHOLE SCHOOL ATTENDANCE POLICY

### RATIONALE

The school recognises the clear link between attendance and the attainment levels of students and thus seeks to ensure that all students receive a full-time education which maximises opportunities for realising potential. This policy is underpinned by the booklet outlining the whole school attendance policy and procedures.

At PMGHS it is recognised that the responsibility for promoting school attendance and punctuality is shared by the staff, parents and carers and the student. Within school there is a professional responsibility for all staff to support attendance and punctuality and that it is not the responsibility of particular individuals or groups of staff. As a school we continue to strive for 100% and this is the message we share with students, parents and carers and staff.

### AIMS:

- To improve the overall percentage attendance of students at Preston Muslim Girls High School
- To provide a welcoming and caring environment in which every student feels safe, secure and valued
- To ensure a curriculum appropriate to all students

### OBJECTIVES:

1. To ensure that attendance and punctuality are a priority for staff, students, parents and governors
2. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
3. To provide support, advice and guidance for students and parents
4. To develop a systematic approach to gathering and analysing attendance related data using SIMS
5. To further develop positive and consistent communication between home and school
6. To implement a system of rewards and sanctions
7. To promote effective partnerships with Children's Integrated Services and other relevant agencies
8. To recognise the needs of individual students when planning reintegration
9. To monitor and analyse individual, whole school attendance and the attendance of identified groups such as Persistent Absentees, Free School Meals, Special Educational Needs
10. To initiate a CAF where appropriate





## **PROCEDURES:**

1. Form Tutors make an accurate record of attendance during morning and afternoon registration
2. Form Tutors file any absence notes
3. Form Tutors inform students of the sanctions for lateness to school without a valid reason
4. Key Stage coordinators decide what action to take regarding absences (i.e. contact with parent or carer via phone calls, home visits)
5. The Key stage coordinators inform the SLT link of known absences and the action they are taking
6. Subject teachers make an accurate record of attendance during the first fifteen minutes of every lesson
7. The Key Stage coordinators provide Form Tutors with accurate information regarding the attendance of students in their tutor groups
8. Form Tutors and the Key stage coordinators display information regarding attendance
9. The Key Stage Coordinators and Form Tutors reward good and improved attendance.
10. Form Tutors and Key Stage Coordinators provide parents with accurate information regarding attendance.
11. In the event of continued absence from school parents will be advised that absences will be unauthorised unless professional medical evidence is provided. The school may request the Local Authority to issue Penalty Notices in respect of unauthorised absence or parenting contracts in accordance with the local Code of Conduct. Depending on the circumstances such cases may result in prosecution under section 444 (1) or section 444 (1A) of the Education Act 1996

## **CONCLUSION**

The discharge of the above policy is a priority to ensure students fulfil their potential





## **Guidelines for Implementation of the Whole School Attendance Policy**

### **Roles and Responsibilities**

#### **Governing Body**

1. Support and overview of school attendance – nominated Governor – Dr Khan

#### **Headteacher**

1. Raise the profile of attendance and punctuality in the school and the wider community

#### **Deputy Headteacher:**

1. Analyse GCSE results according to attendance bands
2. Ensure that attendance issues are communicated to parents and students alongside academic reporting

#### **Assistant Headteacher:**

1. Take overall responsibility for developing the Attendance Policy within school ensuring that staff are kept informed
2. Provide line management for the Key Stage Coordinators
3. Liaise with the Key Stage Coordinators regarding attendance and punctuality
4. Ensure that appropriate sanctions are applied for students arriving late to school
5. Analyse attendance data to identify patterns of poor attendance and take appropriate action to address the problems
6. Oversee the efficient running of the SIMS system and take action where registers are not being completed or not being completed accurately
7. Take a lead in promoting the need for good attendance through assemblies and work with staff and students
8. Decide on new admissions and ensure that any possible attendance problems are addressed immediately
9. Work with the Key Stage Coordinators to identify Year 6 students with attendance problems and provide appropriate levels of support

#### **Key Stage Coordinators**

1. Liaise with the front office administrative assistants on a daily basis to decide appropriate action to take with absentees
2. Work with the Form tutors to identify students needing support and close monitoring.
3. Work with parents/carers of targeted students to provide support in the return to school.
4. Code absences appropriately to ensure consistency across the school
5. Contact parents/carers where absences remain unexplained
6. Work with targeted students to improve attendance through parental contact, attendance reports, short term targets and rewards
7. Work with the Form Tutors to implement the attendance rewards system
8. Liaise with the Form tutors to keep parents informed about the attendance levels of students





9. Provide attendance information for display
10. Display attendance information in a central location and update this on a regular basis
11. Organisation of attendance competitions
12. Work with outside agencies as appropriate
13. Liaise with the LA representative to report any information regarding possible illegal employment of students
14. Ensure that the school's official registers are in line with legal requirements and report any anomalies to SLT
15. Check late sheet daily and return to general office for retention
16. Provide weekly attendance information for the Form Tutors and SLT and as required at other times
17. Keep the student roll up to date adding or removing students as required
18. Send out appropriate information regarding attendance to parents/carers
19. Inform the Admin team when students transfer to ensure that the Common Transfer Form has been sent to the new school. For students being removed from roll and their destination unknown, make the appropriate enquiries and follow the correct DfE procedures
20. Provide students being sent home ill during the school day with a card to present to the front desk for permission to sign out.

### **ICT Systems**

1. Ensure the smooth running of the SIMS system
2. Provide assistance with running reports
3. Provide staff with up-to-date information about the SIMS system

### **The Form Tutor**

1. Ensure that registers for morning and afternoon lesson sessions are accurately completed and maintained.
2. Make clear to the tutor group that lateness to registration is not acceptable and apply appropriate sanctions. Inform the Key Stage Coordinators of continued lateness.
3. Check the SIMS data for each day to identify any internal truancy from lessons. Speak to the student and take appropriate action. Inform the SLT link.
4. Take action to collect absence notes from returning students. Where absence notes are not provided within one week of the absence inform the SLT Link.
5. Discuss instances of inappropriate absence with the student and alert the form tutor so that contact can be made with parents.
6. Ensure that all absence notes are carefully filed away. Notes should be retained by the Form Tutor until the end of the academic year and then passed to admin for filing.
7. Encourage good attendance through constant reinforcement of individual and class targets.
8. Liaise with the form tutor as soon as possible where there are issues of attendance with individual students or the tutor group.
9. Ensure that the tutor group understands that getting their mark for the register is a priority both in registration and in lessons

10. Follow the procedures for taking the register which are:
  - ✓ Call out each name before giving the appropriate mark
  - ✓ Do a head count and check it tallies with SIMS
  - ✓ Adjust as necessary if/when a student arrives late





### **Subject Teachers**

1. Ensure that the SIMS registration of all students in the teaching group is completed accurately.
2. Inform the ICT Systems Team as soon as possible if there are problems with the system. If for some reason the register cannot be taken electronically, ensure that a paper register is taken.
3. Identify any student who should be in the lesson and are not. Inform the Key stage coordinator and SLT link
4. When a student is known to have truanted from your lesson, follow this up by making sure they have caught up the missed work in detention time.
5. Ensure that all students are able to access learning through a range of learning and teaching strategies.
6. Ensure that underachieving students are identified and the head of faculty and the form tutor are informed where patterns of non-attendance are detected.
7. Ensure that appropriate work is set and marked for long-term absentees and those on long term exclusions so that return to school can be facilitated.
8. Ensure that those returning from a long absence are given appropriate support to enable them to access learning within the lesson.
9. Welcome back students returning from a long absence in a professional manner, avoiding reference to the absence in front of other students
10. Actively discourage any adverse comments about the absence from other students in the class.

### **LEGAL FRAMEWORK**

Under section 36 of the 1944 Education Act, parents or carers of children of compulsory school age are required to ensure that their child receives full time education, whether by regular attendance at school or otherwise.

Parents or carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances such cases may result in prosecution under section 444 (1) or section 444 (1A) of the Education Act 1996

A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is unpaid after 42 days. Full payment of the penalty means that parents or carers can avoid being prosecuted and convicted.

It is the responsibility of the local authority to ensure that all pupils between the ages of 5 and 16 receive an education.





This Policy and Procedures document is informed by DfES circular 11/91 “The Education (School Attendance Records) Regulations 1991” and “ School Attendance – Policy and Practise – Categorisation of Absence” DfES 1994 – Paragraph 21, reminds us that:

***“Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, Student Planner) in relation to a particular absence does not, of itself, oblige the school to accept it”.***

### **LEAVE OF ABSENCE IN TERM TIME**

Alongside changes to Government expectations, holidays will not be authorised during term time, to ensure students have access to their full education without learning gaps. In this time of extreme competition for employment and higher educational placements, we are ensuring that our students have every advantage.

We understand that in a few limited circumstances parents may wish to apply for exceptional permission to remove their child from school and we will in this case, consider each application on its individual merits. It is important to note that this is for circumstances other than holidays. Leave for holidays will not be authorised under any circumstances. Any exceptional leave is at the discretion of the governing body as there is no legal entitlement for any leave to be granted.

Should a parent wish to apply for this then they will need to complete an Exceptional Circumstances form and attend an interview with a member of the senior leadership team. During this meeting they may be required to provide documentary evidence of travel dates.

Depending on the circumstances of a holiday taken without authorisation, Lancashire County Council may be requested to issue a Fixed Penalty Notice

### **LATE ARRIVAL AT SCHOOL**

Registration period Monday – Friday begins at 8.30. Students arriving after 8.30am are marked late and will receive a detention with their form tutor on the same day. Any student arriving after 8.45 or late on two or more occasions will receive a lunchtime detention with their Key Stage Coordinator. Any student arriving after close of registers will be deemed to be late and the register marked L. Any students arriving after 8.45am should enter via the main door and then report to the school office to sign the late arrivals sheet.

Students arriving persistently Late to school will be monitored by the Key Stage Coordinators and contact made with home when necessary.

Registers will close at 10.00am which is later than the suggested guidelines. Any student arriving after 10.00am with no relevant reason for doing so, will be marked U (unauthorised absence).

### **DEFINITIONS**

#### **ABSENCE**

When a student does not arrive at school for a session (half day)





## **AUTHORISED ABSENCE**

These are attributed to:-

- Illness
- Treatment or appointments at hospital, dentist, optician etc.
- Exclusions
- Attendance at court
- Compassionate grounds
- Other approved circumstances
- Religious observance
- Study Leave
- Traveller absence

These criteria are subject to change according to DfE Guidance

## **UNAUTHORISED ABSENCE**

Those absences other than authorised ones for which no explanation has been given or an explanation has been given that is not accepted by the school such as:

- shopping
- attending a football match
- family holiday (not agreed)

## **PERSISTENT ABSENTEE**

- A Persistent Absentee is defined as any child whose cumulative attendance is 85% or below at any point during the academic year.

## **APPROVED EDUCATIONAL ACTIVITIES**

These include:

- Educated off site
- Educational visits
- Interviews
- Work Experience
- Approved sporting activities

## **ABSCONDING**

In the event of a student leaving the school site without permission, staff must inform a member of SLT. A search will be instigated and the parent or carer will be contacted.





## INFORMATION FOR PARENTS

Preston Muslim Girls High School is committed to promoting the welfare of your child through regular school attendance. Every day lost to education can have a serious impact on your child's attainment at school.

We are therefore fully committed to promoting school attendance by providing an environment where children feel safe and can build positive relationships with their peers.

We expect that in return parents and carers ensure that their child attends school regularly and punctually and that absences in term time should be avoided.

***“Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, Student Planner) in relation to a particular absence does not, of itself, oblige the school to accept it”.***

### LEGAL FRAMEWORK

Parents and carers commit an offence if a child fails to attend school regularly and those absences are classed as unauthorised. Depending on the circumstances such cases may result in prosecution under section 444 (1) or section 444 (1A) of the Education Act 1996.

A Fixed Penalty Notice is an alternative to prosecution, which does not require an appearance in Court unless the fine is unpaid after 42 days. Full payment of the penalty means that parents/carers can avoid being prosecuted and convicted. A penalty notice is £120 per parent, per child therefore a family of 4 would incur a fine of £480.

(Full details of the Fixed Penalty Notices are available, on request, in school and on the school website)

### FAMILY HOLIDAYS IN TERM TIME

Alongside changes to Government expectations, holidays will not be authorised during term time, to ensure students have access to their full education without learning gaps. In this time of extreme competition for employment and higher educational placements, we are ensuring that our students have every advantage.

Depending on the circumstances of a holiday taken without authorisation, it is possible that Lancashire County Council may issue a Fixed Penalty Notice.

In exceptional circumstances parents may submit a request in writing to the Headteacher for consideration by the Governors.





### **LATE ARRIVAL AT SCHOOL**

Registration period Monday – Thursday begins at 8.30am and 3.10pm and Fridays at 8.30am and 12.15pm. Students arriving after 8.30am are marked late and will receive a form tutor detention on the same day. Any student arriving after close of registers will be deemed to be late and the register marked L. Students arriving after 8.30am should enter via the main door and report to the main reception, where members of the pastoral team will be available until 9.00am to sign them in. Students arriving after 9.00am will sign themselves in via the Inventory Signing in System. Students arriving persistently Late to school will be monitored by the pastoral team and contact made with home when necessary. Registers will close at 9.00am. Any student arriving after 9.00am with no relevant reason for doing so, will be marked U (unauthorised absence).

### **ABSENCE FROM SCHOOL**

In the event that your child is absent from school for any reason please telephone school on **(01772) 651906** before 8.30am. You will need to give the student's full name and details of the reason for absence and likely date of return. All absences must be covered by a letter to the Form Tutor on your child returning to school.

