

Bismilahir-Rahmanir-Rahim

# IQRA SLOUGH ISLAMIC PRIMARY SCHOOL (ISIPS)

## Attendance Policy

We Learn, We Lead, We Inspire

Date ..... 1<sup>st</sup> September 2025 .....

Approved by the Governing Body

Frequency of Review.....Annual.....

Next Review Date..... 1<sup>st</sup> September 2026 .....

# Iqra Primary School

## Policy on Attendance

### **Introduction**

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. Statistics show a direct link between under-achievement and poor attendance. As a school we strive to support families and pupils to encourage and promote excellent attendance (*appendix A*).

Schools and their staff are an important part of the wider safeguarding system for children. Attendance and attendance patterns are systematically monitored and followed up in accordance with our Safeguarding Policy.

Under the Education (pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are absent at the start of both the morning and the afternoon sessions of the school day. The register will be coded to indicate authorised or unauthorised absences. Permitting absence from school without a good reason is an offence by the parent/guardian.

Each year, Attendance Targets are set for the whole school in line with national figures. These targets are based on previous results and inspections with the aim of improving attendance. The Local Authority is involved in helping to ensure school targets are met both within the school and locally across the Borough.

### **Definitions:**

#### **Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent emails the school office or telephones the school to explain the absence and it is considered the reason is an appropriate and valid reason for the child to be kept off school. On occasion unavoidable causes can be considered as valid; however, parents/guardians must notify school of circumstances

#### **Unauthorised Absence**

When the absence is without good reason and without the permission of parent/guardian and/or school. Therefore, a child can be away without good reason supported by the parent/guardian but NOT the school.

The school has the right to code an absence they feel is due to unreasonable grounds as UNAUTHORISED. Also, the school has the right to refer unauthorised absences to social care.

Examples include: Absences which are unexplained, parents keeping children off when it is avoidable, truancy before/during the school day, late arrival after the register closes, leave for holiday

### **Holiday leave**

Family holidays must not be taken during the school term. The guidelines from the Borough of Slough state that under no circumstances should schools authorise absence for holidays or other circumstances on the grounds of cost.

If parents take their child on holiday without authorization, the Local Education Authority has the power to issue a Fixed Penalty Notice of £80 per parent per child, rising to £160 if not paid within 28 days. Failure to pay can result in a criminal record and a fine of up to £1000.

If a parent takes their child on more than one holiday across the academic year, the parents can be fined on both occasions

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If parents are prosecuted and attend court because the child hasn't been attending school, you could get a fine of up to £2,500.

### **Punctuality**

School gates open at 8.30am and close at 8.55am. Children must not be left unattended outside the school before the gates open. Any pupil arriving after 9am is considered as late and must register in the office. A number of lates will result in a meeting between staff and the parent.

### **Child being absent:**

#### **Parental Responsibility**

A parent/guardian MUST ring or contact school office staff on the first morning of absence with a reason and when the child is expected to return. If the illness is prolonged, it is important to keep school informed. Under special circumstances, school can liaise with home to ensure the child receives some school work to keep up to date.

If a child is persistently late over a period of time, the school will contact the Local Authority in regards to next steps where parents will incur a fine after meetings about the lateness.

NB It is advisable to arrange Doctor/Dentist appointments out of school hours, however, if it is unavoidable, please let the office staff know so they can ensure the absence is authorised and correctly coded.

#### **School's Responsibility**

When a child is absent unexpectedly, the Class Teacher will record the absence as in the register as unauthorised. The Office staff will endeavor to contact the parent/guardian through the "First Response" procedure, whereby an officer from the attendance team will call home to find out the whereabouts/safety of the child. The traffic light system shows the intervention of the teachers and the Attendance Officer and different points when the child hit a certain percentage (*appendix B*).

### **Leave of Absence**

There is no entitlement to time off in term time. Leave of absence during term time is no longer allowed, however, under extenuating circumstances it can be permitted ONLY under very exceptional circumstances at the discretion of the Head teacher. Possible circumstances may include unavoidable one-off events, such as the death of a close relative, attending a funeral, respite care, or a housing crisis that prevents attendance. However, this list is not exhaustive. Advice may be sought from the Attendance Service at Slough borough Council if deemed necessary.

Parent's/Guardians MUST complete a "Leave of Absence" form at least one month in advance, requesting time off and fully explaining the circumstances with PLANNED dates of the journey. The Head teacher will return his/her decision in writing usually within a few days.

Absence/s taken which are not authorised could be liable for a fixed penalty notice.

A child could lose their school place if they take unauthorized absence. If this happens parents/guardians will be advised to register their child with Admissions at Slough Borough Council based on the Central Admissions Procedures.

**(Failure to pay a fixed penalty notice will lead to legal action)**

### **Repeated Unauthorised Absences**

If a child presents with a number of unauthorised absences, parents/guardians will in the first instance be asked to visit school to meet with the Attendance Officer to discuss ways of reducing the absences. If the situation does not improve the Local Authority (LA) Attendance Officer will be called to advise on next steps. receive a referral from the Attendance Team. Should absences continue the Attendance Officer will meet with the parent/guardian and an agreement signed with targets to help improve attendance.

### **Persistent Absentees (PA) and Severe Absentees (SA)**

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, IQRA will consider some of the reasons for absence and work with the family through meetings discussing the reasons why the child is not in school and how the parent and school can support the child.

Particular focus is given to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent (SA) pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. IQRA will hold regular meetings with the parents and devise an action plan of support to get the child into school. Referrals will be made to external agencies for support. (see *appendix C*)

### **Part-Time Timetables**

Statutory Guidance on the use of part-time timetable is very clear:

*'The Department for Education 'School attendance: guidance for schools' states: 'Can a school place a pupil on a part-time timetable? As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration*

*package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.'*

When a part-time/reduced timetable has been agreed for an individual pupil, the school will inform the Slough Attendance Service by completing the Part-time Timetable Notification Form (Appendix D) or would like to discuss individual cases, please contact your allocated Attendance Officer. Following the notification, the school will be contacted by the local authority if further details are required or want to confirm whether the child has returned to full time education.

### **Flexi-Schooling**

The Department for Education Guidance states: "Although children being home-educated are not normally registered at any school, parents sometimes choose to make arrangements for a child to receive part of the total provision at a school - the purpose of this will often be to provide education in specific subjects more easily than is possible at home. Such arrangements are sometimes known as 'flexi-schooling'. Schools are under no obligation to agree to such arrangements, but some are happy to do so. When a child is flexi-schooled, the parents must still ensure that the child receives a suitable full-time education but the element received at school must be considered whether that duty is met."

Flexi-schooling arrangements are not the same as elective home education nor the temporary reduced time-table arrangements a school may put in place in exceptional cases to support a child's reintegration back into school

### **Rewards**

Weekly- Award cup for the best attending class in Key stage 1 and 2 based on weekly figures. Classes achieving 100% attendance i.e. all pupils attending in a class for a whole week receive an addition reward.

Termly- Certificates are awarded for outstanding attendance to celebrate and encourage attendance

Yearly- Certificates and prizes are given out for outstanding attendance for the whole academic year at the End of Year assembly

Yearly Reports- will show the child's attendance. 99% and above is excellent, 95% and above is Good, 90%-94% satisfactory, less than 90% poor, and 85% and less is very poor

### **Monitoring and Review**

It is the responsibility of the Governors and Senior Leadership Team to monitor overall attendance. Regular reports will be requested by the Governing Body to ensure they are kept informed of progress

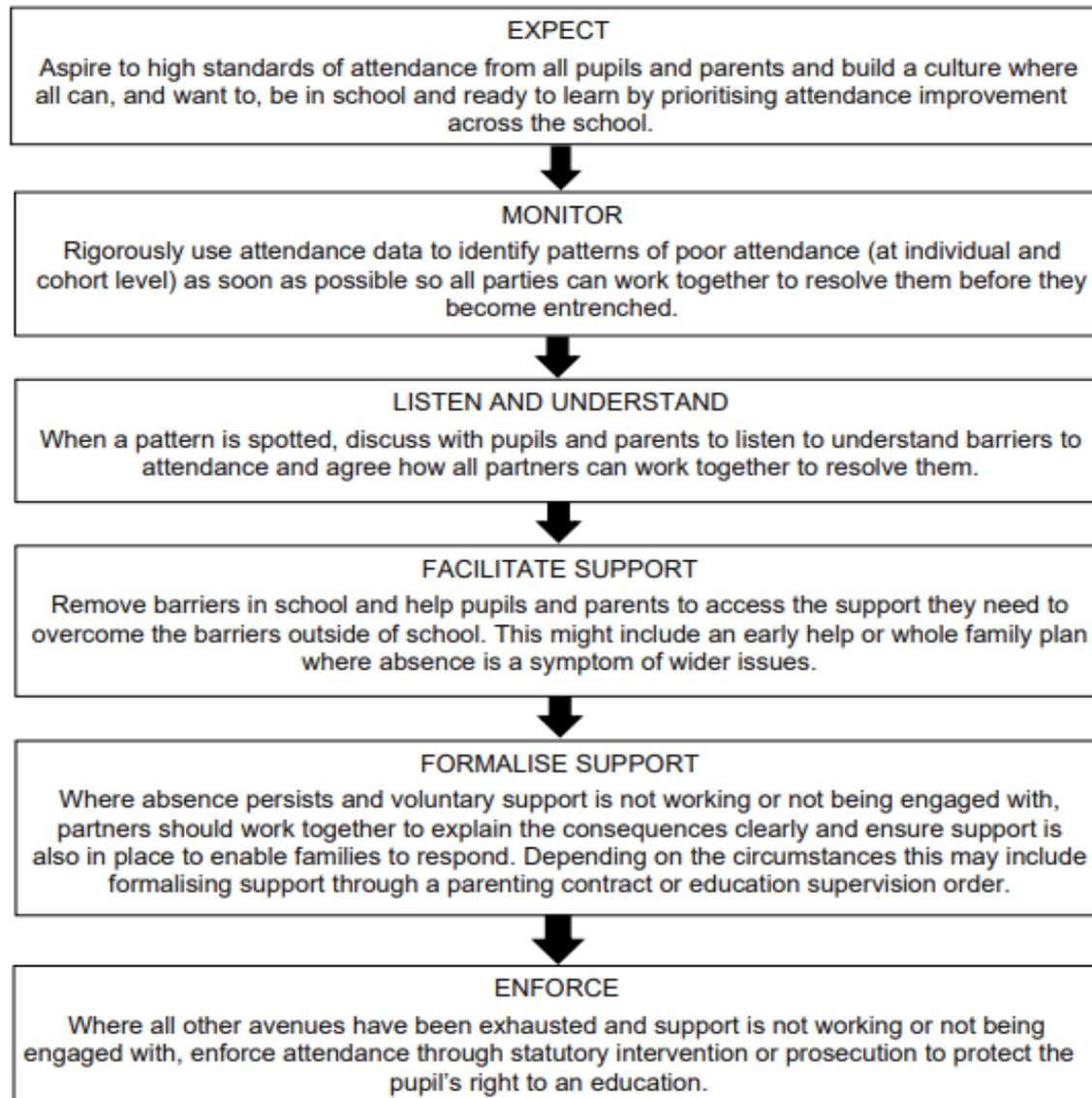
Where there are changes in legislation, local procedures or school procedures, the School Attendance Officer will inform parents/guardians of changes.

The school Attendance Team meet with the LA Attendance Officer when required to review and monitor attendance for pupils with absences. It is the responsibility of the School Attendance Team to keep the Head teacher informed of any concerns and to work alongside the LA in ensuring attendance for each pupil is improved if action is deemed necessary. Written records of meetings and actions will be kept by the school.

School Staff are committed to working with parents as the best way to ensure as high a level of attendance as possible which in turn ensures a good education for their child.

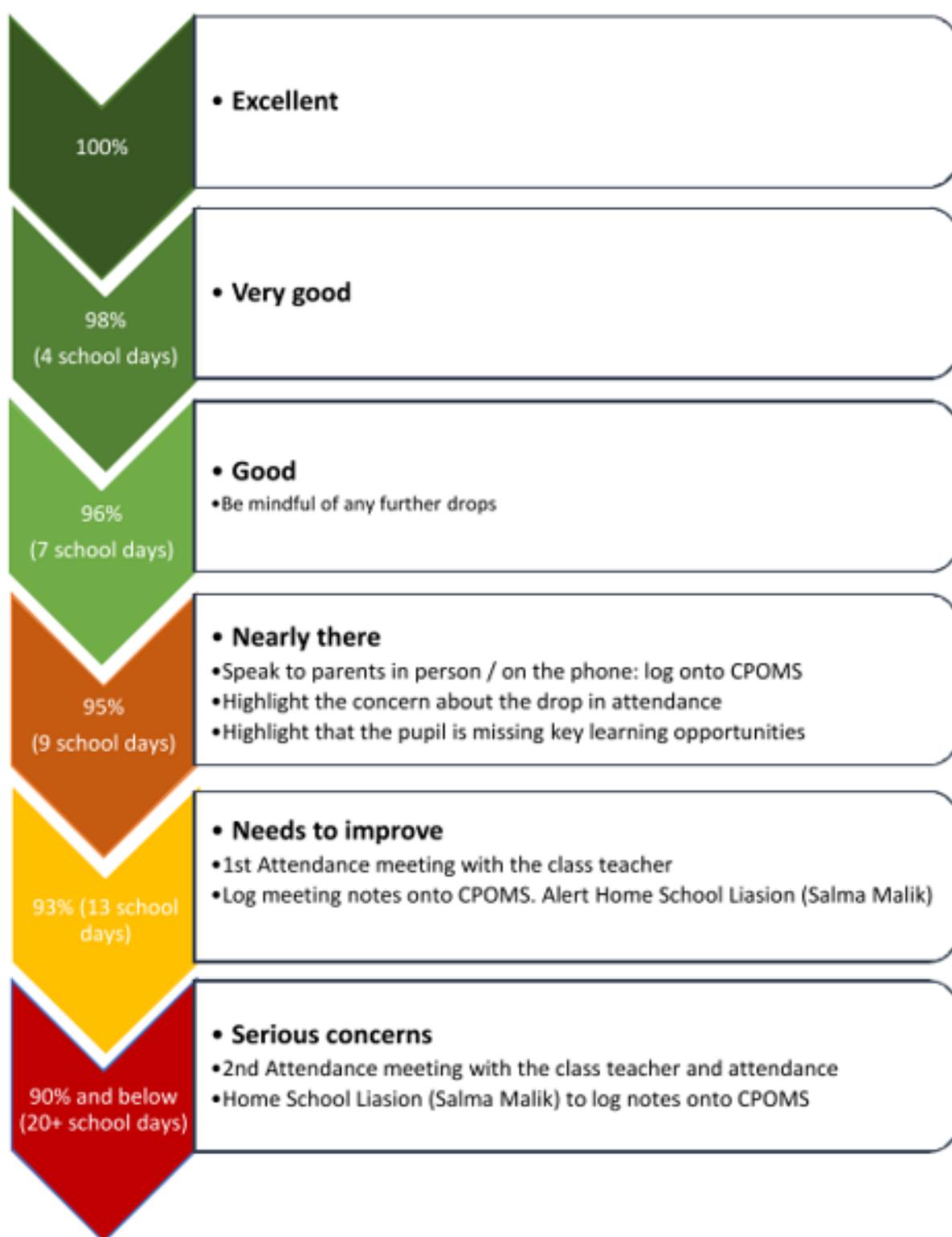
For further information, please see Slough Borough Council's *Attendance Guide for Parents* which is available on <https://www.slough.gov.uk/schools-slough/school-attendance>

## Appendix A



## Appendix B

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## Appendix C

### Persistent Absence (PA)/Severe Absence (SA) Referral Form

**Criteria:**

- Persistent Absence - the child has missed at least 10% of their possible attendances
- Severe Absence – the child has missed 50% or less of their possible attendances
- Where attendance concerns are NOT related to unauthorised holiday absences
- The school has exhausted all of their own available interventions prior to a referral to the LA

Please complete (*typed not handwritten*) and return in **Microsoft Word format** to [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk) using the following text within the **subject box** of the email.

'PA | School Name | initials of pupil' – e.g. PA | Slough Secondary | JB  
 'SA | School Name | initials of Pupil' – e.g. SA | Slough Secondary | JB



|   |   |
|---|---|
| <b>1. School Name:</b>  |   |
| PA Referral   | <input type="text"/>  |
| SA Referral   | <input type="text"/>  |
| <b>2. Pupil Details:</b>  | Year group: <input type="text"/> Date of Birth: <input type="text"/> Ethnicity: <input type="text"/>  |
| Name: <input type="text"/>  |   |
| Address (address has been confirmed with parent or pupil)<br><input type="text"/>   |   |
| <b>3. Known Siblings</b> - Sibling name/s and School name/s they attend<br><input type="text"/>   |   |
| <b>4. Parent/Carer A:</b>   | <b>5. Parent/Carer B:</b>   |
| Please confirm whether or not both parents are to be addressed re: poor attendance<br>Yes/No (delete as appropriate)  |   |
| <b>Yes / No</b>   | <b>Yes / No</b>   |
| Mr, Mrs, Miss, Ms, other- please specify<br>.....<br>First name and Surname in full ( <b>no initials</b> )<br>.....<br>Full address & Postcode – (if different to above)<br>.....<br>Telephone Number ..... | Mr, Mrs, Miss, Ms, other- please specify<br>.....<br>First name and Surname in full ( <b>no initials</b> )<br>.....<br>Full address & Postcode – (if different to above)<br>.....<br>Telephone Number ..... |
| Email .....   | Email .....   |

Appendix D

**Part Time / Reduced Timetable Notification Form**

Link to [Part Time Reduced Timetable Guidance for Schools](#)

Please complete (*typed not handwritten*) and return in **Microsoft Word format** to [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk) using the following text within the **subject box of the email**.

**'Part-Time Reduced Timetable – Iqra Primary School - initials of pupil'** – e.g. Part-Time Reduced Timetable

| <b>Referrer details</b>                              | <b>Person responsible for the plan in school</b> |
|--|--|
| Name   |  |
| Position   |  |
| Organisation<br>Name of School / Service /<br>LA     |  |
| Contact number                                       |  |
| Email address  |  |
| <b>Start Date</b> of flexi schooling<br>arrangement  |  |
| <b>Review date</b> of flexi<br>schooling arrangement |  |

| <b>Pupil Details</b>  | <b>Information</b>  |  |
|---|---|--|
| Child's full name   |   |  |
| Current address   |   |  |
| Gender  |   |  |
| Date of Birth   |   |  |
| Ethnicity   |   |  |
| Date of last attendance   |   |  |
| <b>Parent 1</b><br>Name:<br>Address (if different to pupil):<br>Contact No:<br>Email:                               | <b>Parent 2</b><br>Name:<br>Address (if different to pupil):<br>Contact No:<br>Email: |  |
| Is the pupil known to Children's Services?  | Yes/No  |  |
| Does the child have an EHCP?  | Yes/No  |  |
| Is the child eligible for FSM?  | Yes/No  |  |
| Name of Social Worker   |   |  |
| Name of SEND Case Worker  |   |  |
| Any other relevant information (SEND, safeguarding concerns, poor attendance, parent non-engagement, communication) |   |  |
| Are there any safeguarding concerns?  |   |  |
| Has Specialist Teacher support been requested?  |   |  |
| Is a medical plan attached?   |   |  |
| What alternative provision has been agreed?   |   |  |
| Is a reintegration plan attached setting out objectives/success criteria and duration of arrangement?               |   |  |

| <b>Reason for Reduced Timetable</b>                         | <b>Information</b> |
|---|--------------------|
| Re-integration after fixed term exclusion                   |                    |
| To help pupil manage school-based anxiety                   |                    |
| Reintegration after prolonged absence                       |                    |
| As part of a medical plan                                   |                    |
| Reintegration after period of school refusal                |                    |
| Other   |                    |
| Brief description of why pupil requires a reduced timetable |                    |

