



Attendance and Punctuality Policy

Last Updated:
January 2025

To Be Reviewed:
September 2026

In the Name of Allah, the Most Kind the Most Merciful

Al Risalah Boys and Girls School
Attendance and Punctuality Policy

Aims of this policy

At Al Risalah School, we aim to encourage and assist all students to achieve excellent levels of attendance and punctuality. We will work together with all stakeholders to ensure the achievement of high levels of attendance and punctuality for all students. Our intention is to enable all students to take full advantage of the educational opportunities available to them. This policy will contain within it the procedures that the school will use to meet its attendance targets.

This policy should be read in conjunction with the Behaviour for Learning Policy. This policy is based on the Government Guidance for maintained schools, academies, independent schools and local authorities: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Good attendance and punctuality at school is vital for students to achieve their full educational potential. Students with good attendance records benefit in the following ways:

- continuity of learning which makes progress and retention easier.
- enhanced performance in examinations.
- continuity of relationships and friendships.
- good references for further education or employment.
- good habits are formed for later life.
- emotional wellbeing and health benefits.

Poor attendance can **seriously** affect each child's:

- **attainment** in school (how well they do)
- **relationships** with other children and their ability to form lasting friendships.
- **confidence** to attempt new learning and work alongside others.

It is expected that all students aim for at least 97% attendance each year. At Al Risalah Trust School:

- 97-100% attendance is defined as **expected**.
- 95 – 96% attendance is defined as **satisfactory**.
- Below 95% but above 90% is defined as **a cause for concern**.
- Below 90% is defined as **a serious cause for concern**.

The school understands that there are exceptional circumstances when levels of attendance may fall below 97% or even 95% for reasons beyond the student or parents' control.

School Attendance and the Law

Parents/carers are responsible for ensuring their children attend school regularly and punctually. In line with requirements, only the school (and not parents/carers) can authorise an absence. In compliance with the requirements the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who have a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education. Each year the school will examine its attendance figures and set attendance/absence targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Important Terminology

Every half-day absence must be classified by the school as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required in writing.

- a. **AUTHORISED** absences are mornings or afternoons away from school for reasons such as genuine illness or other unavoidable cause.*
- b. **UNAUTHORISED** absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:*
 1. *Parents keeping children off school unnecessarily.*
 2. *Truancy before or during the school day.*
 3. *Absences which have never been properly explained.*
 4. *Children who arrive at school too late to get a mark.*
 5. *Minding the house.*
 6. *Awaiting repair people.*
 7. *A family celebration.*

Roles and responsibilities

The school

Al Risalah School expects students to attend school regularly and to arrive on time in a fit condition to learn. We will encourage excellent attendance and will investigate all unexplained and unjustified absenteeism. Should attendance or punctuality give cause for concern, we will work closely with parents/carers and provide appropriate support in order to improve attendance and /or punctuality.

We encourage good attendance and punctuality in the following ways:

- School targets are set for attendance, and individual targets are set where necessary.
- The school's attendance and punctuality figures are displayed in the school entrance and updated regularly for parents and pupils to see.
- Attendance information is sent to parents/carers regularly to assist them in monitoring their child's attendance.
- Regular promotion of excellent attendance is conducted in Celebration Assemblies.
- Termly analysis of attendance figures and trends for individuals, Year Groups and the whole school.
- Termly reports to Governors.
- An Attendance Officer dedicated to the administration of attendance including the follow-up of absence and lateness.
- Contact with parents/carers on the first day of absence.
- Support for students and parents/carers where attendance and/or

punctuality difficulties are emerging.

- Attendance and punctuality as the responsibility of a member of the Senior Leadership Team.

Students

Students will ensure that they attend school regularly and on time. They will attend all lessons punctually and will not leave the school without permission.

Parents and Carers

Parents/carers are legally responsible for ensuring their child's regular and punctual attendance and informing school of the reason for any absence on the first morning of any absence as per the DfE 'Working together to improve school attendance' 2022.

Parents/carers can expect the school to keep them fully informed of their child's attendance/ punctuality record. Parents/carers play a very important role in ensuring the good attendance records of their child. Below is a list of suggested strategies:

- encourage full attendance.
- stress the importance of full attendance to your child.
- **do not allow your child to have time off for minor complaints or illnesses: if they are well enough to be up and about, they are generally well enough to attend school.**
- monitor your children's attendance report carefully.
- **Try to book any medical or dental appointments out of school hours or make them for the very end of the day.**
- ensure your child is punctual to school.
- inform the school of any absence.
- **take any family holidays during school holidays, not during term time.**
- If your child seems unwilling to attend, contact the school as soon as possible. Do not let your child stay at home as this could set a precedent for the future.

Absence Procedure:

Off-roll pupils

Pupils are taken off-roll from the date given to us by their parents in an official letter. Until we receive a confirmation letter, the pupil stays on roll and is marked present or absent.

At the end of every week, we inform the LA by email of any pupil joining the school or leaving. Once we know the school the pupil has gone to, we send their files to that school.

The school uses a computerised system for keeping the school attendance records. There is a procedure in place for the registration of pupils which takes place twice a day.

- Pupils are expected to begin arriving at school at **8:00 am (Girls) / 9:00 am (Boys)**.
- The individual class registers are taken at **8.05 am (Girls) /9.05 am (Boys)**; children present at this time will receive an authorised present mark.
- Any individual arriving at school at **8.06 am (Girls)/9.06 am (Boys)** or later must report to the school office where their arrival will be noted and recorded as late before the closing of registers. They will also attend a 30-min detention after school.

- In line with the school safeguarding procedures, all pupils who are absent from school with no reason yet provided will receive a call from 9.00am onwards on the day. All outcomes of these calls will be recorded on the daily absence sheet.
- Afternoon registration takes place between **1.00 pm (Girls) & 2.00 (Boys)** Monday to Thursday, and on Fridays, at **2.00 pm**.
- Pupils arriving after this time will be recorded as arriving late after the closure of the register.

Absence procedure

- Parents/carers are expected to contact the school to report their child's absence via a text message or phone call.
- The Office team will confirm the absence of the child by physically going to the classes after 8.45 am (Girls)/9.45 am (Boys).
- If no message is received and the pupil is not in, a phone call will be made to provide a reason, on the day.
- The absences of the day will be provided to the VP and EP as soon as parents have been contacted.
- If no contact is made the EP & VP are informed & the Safeguarding lead is made aware.
- If there is still no contact from the parent(s) an email will be sent.

Ten Days Absence – What happens here?

The Local Authority will be notified when any pupil is absent without an explanation for 10 consecutive days.

The following absences may be treated as authorised by the school:

- Illness (proof required)
- Medical or dental appointments (Parents/carers are encouraged to make appointments out of school hours. Where possible the student should only be out of school for a minimum amount of time necessary for the appointment.)
- Close family bereavement
- Leave of absence authorised by the school.

Categorisation of Absence

Absence for Medical Reasons

When a parent reports that their child is absent for medical reasons, staff will ask for further information (nature of illness, expected length of absence). If the school has concerns that the illness may not be genuine or warrant the amount of absence accrued, the school may ask to substantiate the illness by asking to see additional evidence (e.g., appointment card, note from a health professional).

Frequent Absence

It is important that any emerging attendance concerns are identified early. In cases where a pupil begins to develop a pattern of absences the school will try to resolve the problem with the parents/carers.

Persistence Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling at any time within the school year for whatever reason. Absence at this level is most likely to cause considerable damage to any child's educational prospects and the fullest support and co-operation from parents/carers is required to minimise absence from school.

All pupils whose attendance level falls below 97%, the Attendance Officer will report this to the Executive Principal and a meeting will be booked with the parents to discuss the effects of the absence/punctuality and a set of actions will be compiled.

Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

Approved Educational Activity

This covers types of supervised educational activities undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes. This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

Leave Requests for Umrah or Hajj:

Leave for Umrah **may only be authorised in very exceptional circumstances**. We strongly promote Umrah to be taken during school holidays and when.

- Attached to an existing school holiday period.
 - A maximum of 3 days if taken at the end of a term break
 - A maximum of 5 days if taken at the end of a half term break
- The leave request form is completed and processed by the school in advance of booking.
- Dates of the trip are evident (e.g., copy of the airline tickets are shared)
- The child has a good attendance record during the current and past year.

Leave for Hajj will be considered if:

- It is the first Hajj
- Outstanding attendance record for the pupil over a period of time
- A maximum of 10 days in total either side of the school holiday for Eid Ul Adha
- Leave request form is completed and processed by the school in advance of booking and appropriate original documents that are relevant to the Hajj expedition are provided.

Leave requests for family-related matters.

- Close family relatives overseas
 - Overseas bereavements – leave requests will be considered up to 5 days, subject to evidence being provided.
- Overseas medical emergencies - leave requests will be considered up to 5 days, subject to evidence being provided.
- Family weddings –leave requests for this purpose will not be granted.

Requests for leave of absence.

Requests for leave of absence are not generally granted. If there are very exceptional circumstances where parents/carers must request a leave of absence, they must do so by completing an Application for Student Leave Form and writing to the Executive Principal, including relevant evidence e.g., medical certificate, letters from employers etc. It is expected that requests will be made at least two weeks in advance. Parents/carers should obtain an Application for Student Leave Form (see Appendix) from reception or from the school website. On receipt of the completed form, the Executive Principal will decide whether to authorise or not and will write to parents/carers. Each request will be considered individually.

If the request is granted, the expected date of the student's return will be included in the letter. It is unlikely a leave of absence will be granted for the purposes of a family holiday, trip or extended period of leave. If a student is absent during this period, it will be recorded as unauthorised and the following action will be taken:

- Parents/carers will receive a letter from the Executive Principal
- Parents/carers will be asked to attend a meeting.
-

Failure to notify the school of an impending absence will be marked as **unauthorised and the parents may be issued with a Penalty Notice of £150**. It is important to point out that the guide recommends that a **maximum of 10 school days may** be authorised for the duration of the student's life in the school. Students who fail to return after the authorised period will be referred to the Governing Body and the Trust and if no contact is made by the parents with the school within ten days, the student may be removed from the school roll.

System of Upholding Good Attendance

When attendance data highlights issues with individual students' attendance immediate intervention is provided, targeted, monitored and circulated by the EP. Below is the process the school employs to monitor and support students' attendance:

Attendance Cause for Concern

A letter will be issued to parents when attendance falls below 97%. The school will work closely in partnership with parents/carers to build strong relationships to address any in or out of school barriers to attendance and or punctuality.

Stage 1: A second letter will be issued when attendance falls below 95% and a Stage One Letter will be sent home.

Stage 2: Should attendance continue to decline, a third letter will be sent home as a last reminder. This will outline that the next stage will be a meeting with the Executive Principal and could also incur a fine.

Stage 3: If attendance does not improve, a meeting will be scheduled, and it will be compulsory for a parent to attend. This meeting will include the Attendance Officer and the Executive Principal, who will present the data and explain the impact of poor attendance on the child's learning. A set of actions will be outlined, and a support plan may be developed to assist the parents as well.

Punctuality Procedures

It is important that any emerging attendance concerns are identified early. In cases where a pupil begins to develop a pattern of lateness, the school will try to resolve the problem through a detention system and with the parents/carers. In extreme cases it will involve a form of community service agreed with the parents.

Procedure regarding Punctuality

Students must attend school punctually and on every day of the school academic year. Student attendance and punctuality should not fall below 95% and lateness should be a rare occasion.

System of upholding Good Punctuality

1-10 lates = 30-minute detention per late and verbal reminders by the office and tutor group teacher.

11-15 lates = 40-minute detention per late and verbal reminders by the Executive Principal.

16-20 lates = 50-minute detention per late and an arranged meeting with parents.

Punctuality Letter 1: - Reminder - Girls

"Be here by five past eight, don't let your day start late!"



Assalaamu Alaykum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

We are writing to remind you that punctuality is very important; that lateness affects children's learning and having a positive start to the school day.

Your child has been late **three or more** within a week and had a 30-minute detention. If this persists the detention will extend to 40 minutes from next week

JazakAllah Khair

Nasreen B
Attendance and Punctuality Officer

Punctuality Letter 2: - Final Reminder - Girls

"Be here by five past eight, don't let your day start late!"



Assalaamu Alaykum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

You will have already received a letter from me reminding you about the importance of punctuality. This has also included a week of 30-minute detentions and a week of 40 minutes detentions. However, we have seen little improvement.

Since then, your child has **continued to be late**.

A meeting for you will be arranged with the Executive Principal or the Vice Principal to discuss ways of improving your child's punctuality. Office staff will telephone you to arrange a time that is convenient.

JazakAllah Khair

Nasreen B
Attendance and punctuality Office

Punctuality Letter 1: - Reminder - Boys

"Be here by five past nine, and you'll be right on time!"



"

Assalaamu Alaykum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

We are writing to remind you that punctuality is very important; that lateness affects children's learning and having a positive start to the school day.

Your child has been late **three or more** within a week and had 30-minute detention. If this persists the detention will extend to 40 minutes from next week

JazakAllah Khair

Nasreen B
Attendance and Punctuality Officer

Punctuality Letter 2: Reminder - Boys

"Be here by five past nine, and you'll be right on time!"



Assalaamu Alaikum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

You will have already received a letter from me reminding you about the importance of punctuality. This also included a week of 30-minute detentions and a week of 40 minutes detentions. However, we have seen little improvement.

Since then, your child has **continued to be late**.

A meeting for you will be arranged with the Executive Principal or the Vice Principal to discuss ways of improving your child's punctuality. Office staff will telephone you to arrange a time that is convenient.

JazakAllah Khair

Nasreen B

Attendance and punctuality Officer

Appendix

The following national codes are used to record attendance information.

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

- By law registers must be kept for at least 3 years.
- Computer registers must be printed out at least once a month and bound into annual volumes.
- Entries in paper registers must be in ink.
- All corrections must be visible (no correcting fluid)

Appendix

Roles and Responsibilities

Role	Responsibility
Executive Principal	<ul style="list-style-type: none"> Consider requests for authorised absence. Give approval in advance in appropriate circumstances, taking account of the child's attendance record. Authorise absence after it occurs when a satisfactory explanation is accepted. Ensure that anti-bullying and behaviour policies are followed and ensure action is taken in response to any difficulties reported and [e.g., bullying/behaviour] which impact on attendance. Consider the use of a Penalty Notice for unauthorised absence or lateness.
Attendance Officer	<ul style="list-style-type: none"> Oversee day-to-day attendance where there is cause for concern, working closely with parents and children to improve poor attendance. Monitor pupil attendance monthly, report to the Executive Principal and take action according to this policy. Analyse trends in attendance data to identify appropriate action. Investigate reasons for absence exploring any underlying cause either at home or in school. Work with Class Teachers to agree and implement strategies to reengage pupils with emerging attendance problems. Will compile and update standard letters re: % attendance, notification of reasons for absence and lateness and send to parents when necessary.
Tutor Group / Class Teachers	<ul style="list-style-type: none"> Registration of pupils at the start of morning and afternoon sessions. Alert the Office of any children who demonstrate an unsettled pattern of attendance or whose attendance pattern changes. Ensure registers are completed at the allocated time without a reminder. To support the Office with follow-up with pupils and parents about absences Promote good attendance within parent meetings and school reports.
Administration team	<ul style="list-style-type: none"> Make calls to parents when the first day of absence contact has not been made by parents. Accurately record attendance data daily using agreed codes. Record late arrival and reasons. Ensure reasons for absences are accurately recorded. Prepare standard letters requesting reasons for absence when this is unexplained. Prepare letters to inform parents when a child's attendance is giving cause for concern and is thus being monitored. Collect absence notes and record reasons for absence. Meet with the Executive Principal reporting monthly attendance monitoring and taking agreed action.
Parents	<ul style="list-style-type: none"> Ensure their child attends daily and on time. Keep the school fully informed on all matters that might affect attendance and their child in school. Telephone / Text school on the first day of any absence to inform school of the reason. Provide a note confirming the reason for absence on the child's return to school. If attendance becomes a problem – work with the school to improve matters. Give serious consideration to whether it is appropriate or necessary to request a term. time absence. Make application for any term time leave of absence prior to proposed dates.
Governing Body	<ul style="list-style-type: none"> It is the responsibility of the governors to monitor overall attendance. The Governing Body also has the responsibility for the Attendance Policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them and seek to ensure that the school's attendance figures remain high. Attendance Policy will be reviewed by the Governing Body every three years.

Appendix

Attendance Cause for Concern – Letter Head required

RE: Cause for Concern – Falling below 97%

Assalamu Alaikum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

[Student Name]

I am writing to inform you of my concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date, I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see.

It is our legal duty to inform parents of students whose attendance is below our expectations even when we have been made aware of the reasons for these absences. Attendance below 90% is categorised as persistent absenteeism and is a concern. We are requesting a meeting to discuss this further and your attendance is compulsory.

Meeting Date and Time: -

Please contact the office if you are unable to attend and a new agreed date can be made.

Above 97% - these equals less than 6 days of absence a year, 30 lessons missed. Excellent attendance. These young people will almost certainly get the best grades they can, leading to better prospects for the future. Students will also form positive habits for attendance which will help in the future.
96% - these equals 7 days of absence a year, 35 lessons missed. These students are likely to achieve good grades and form a habit of attending school regularly. Students who take a 2-week leave of absence every year can only achieve a maximum of 95% attendance and will miss 40 lessons.
90% - these equals 19 days of absence a year, 95 lessons missed. Young people in this group are missing a month of school per year. The Government classes young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could be passed to the Education Welfare Officer with the possibility of legal action being taken by the Local Authority.

If absence intensifies the school will need to take further action which could result in a fine. Only by working together can we ensure that [student's name] attendance improves, and they therefore achieve success at school.

JazakAllah Khair

Neena Lone
Executive Principal

Appendix

Attendance Stage One Letter

RE: Stage One Attendance Letter – Falling below 95%

Assalamu Alaikum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

[Student Name]

Following on from my previous letter, I am writing to inform you of my concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date, I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see.

It is our legal duty to inform parents of students whose attendance is below our expectations even when we have been made aware of the reasons for these absences. Attendance below 90% is categorised as persistent absenteeism and is a concern. This will be the **last reminder, as I want to provide an opportunity to improve.**

Above 97% - these equals less than 6 days of absence a year, 30 missed lessons
Excellent attendance. These young people will almost certainly get the best grades they can, leading to better prospects for the future. Students will also form positive habits for attendance, which will help in the future.
96% - these equals 7 days of absence a year, 35 lessons missed.
These students are likely to achieve good grades and form a habit of attending school regularly. Students who take a 2 week leave of absence every year can only achieve a maximum of 95% attendance and will miss 40 lessons.
90% - these equals 19 days of absence a year, 95 lessons missed.
Young people in this group are missing a month of school per year. The Government classifies young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could be passed to the Education Welfare Officer with the possibility of legal action being taken by the Local Authority.

If absence intensifies the school will need to take further action which could result in a fine. Only by working together can we ensure that [student's name] attendance improves, and they therefore achieve success at school.

JazakAllah Khair

Neena Lone
Executive Principal

Appendix

Attendance Stage Two Letter

RE: Stage Two Attendance Letter – Falling below 90%

Assalamu Alaikum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

[Student Name]

Following on from my previous letter, I am writing to inform you of my concerns about [student name]'s attendance. Having analysed the attendance figures from [date to date], I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see.

It is our legal duty to inform parents of students whose attendance is below our expectations even when we have been made aware of the reasons for these absences. Attendance below 90% is categorised as persistent absenteeism and is a concern. We are requesting a meeting to discuss this further and your attendance is compulsory.

Meeting Date and Time: -

Please contact the office if you are unable to attend and a newly agreed date can be made.

Above 97% - these equals less than 6 days of absence a year, 30 missed lessons
Excellent attendance. These young people will almost certainly get the best grades they can, leading to better prospects for the future. Students will also form positive habits for attendance, which will help in the future.
96% - these equals 7 days of absence a year, 35 lessons missed.
These students are likely to achieve good grades and form a habit of attending school regularly. Students who take a 2 week leave of absence every year can only achieve a maximum of 95% attendance and will miss 40 lessons.
90% - these equals 19 days of absence a year, 95 lessons missed.
Young people in this group are missing a month of school per year. The Government classes young people in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could be passed to the Education Welfare Officer with the possibility of legal action being taken by the Local Authority.

If absence intensifies the school will need to take further action which could result in a fine. Only by working together can we ensure that [student's name] attendance improves, and they therefore achieve success at school.

JazakAllah Khair

Neena Lone
Executive Principal

Appendix

Attendance Stage Three Attendance Letter – Penalty Notice

Assalamu Alaikum [Parent's/Carer's Name],

Dear [Parent's/ Carer's Name],

[Student Name]

I am writing to inform you that a referral has been made to the Governing Body to initiate the issuing of a Penalty Fine. The reason for the referral is: Un-authorised leave of absence.

Having analysed the attendance figures from [date to date], I have found that your child has an attendance rate of [%]. This is clearly below our target of at least 97% for each student and is not the improvement we had hoped to see.

The school has a clear policy regarding attendance and leave of absence. The policies are in place to ensure students achieve their full potential as there is a clear link between poor attendance and underachievement. In this case, it is felt the policy has not been followed and therefore the referral has been made.

JazakAllah Khair

Neena Lone
Executive Principal

Appendix

APPLICATION FOR STUDENT LEAVE

Please complete this form if you are requesting a leave of absence for your child **at least two weeks in advance of leave**. Students are expected to attend school throughout the school year and a leave of absence will only be approved in exceptional circumstances.

The Executive Principal will consider any request for a period of absence using the following information:

1. The student's previous attendance history
2. The student stage of education
3. The time of year
4. Nature and reason for the absence

Please allow 10 working days to receive a response regarding your request.

Please note if this requested has not been granted and you still choose to go this will be classified as an UNAUTHORISED absence and could incur a fine as you have not respected the school recommendation.

Student(s) Details

Full Name of Student(s)			
Tutor Group and Year			

Details of Absence Request

Start Date of Request		Date of Return to School	
Reason for Absence (Please provide as much detail as possible and include any relevant evidence e.g., medical certificate, letter from employers etc.)			

Parent/Carer details

Parent/Carer Full name			
Signature		Date signed	

For office use only

Date application received		No of days of absence being requested	
No of days absent this year		Date absences checked	
Application seen by (Please inset name)			
Attendance Officer			
Decision			
Decision reached (circle decision)	Authorised / Unauthorised / Partly Authorised		
Reason for decision and any additional details about partial authorisation			
Date decision reached		Date Parent/Carers informed	

New Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure