Al-Furqaan Prep School

Attendance Policy

Approved By:	Governors
Reviewed By:	SLT
Last Reviewed:	September 2026
Next Annual Review:	September 2027

Attendance Policy

Introduction

Regular school attendance is essential for pupils to achieve their full educational potential and to develop the skills, knowledge, and habits necessary for future success. Attending school consistently supports academic achievement, promotes positive social and emotional development, and helps children establish routines that prepare them for adulthood.

Al-Furqaan Prep School is committed to working in partnership with pupils, parents/carers, staff, and external agencies to promote excellent attendance and punctuality. We recognise that good attendance is a shared responsibility and that every child has the right to access a full-time education. We will provide a supportive and inclusive environment in which barriers to attendance are identified and addressed promptly.

Purpose

This Attendance Policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Aims

The aims of this Attendance Policy are to:

- Ensure every pupil receives their full educational entitlement.
- Promote excellent attendance and punctuality.
- Foster a positive culture where attendance is valued and celebrated.
- Create a safe, welcoming environment where pupils feel responsible for their attendance.
- Encourage positive attendance habits that support future success and wellbeing.
- Monitor attendance effectively and address absence and lateness promptly.
- Safeguard pupils by ensuring absences are followed up and welfare concerns identified quickly.
- Identify and address barriers that may prevent pupils from attending school regularly.
- Support vulnerable pupils and those experiencing difficulties that may affect their attendance.
- Work in partnership with parents/carers, pupils, and external agencies to improve attendance.
- Ensure compliance with statutory attendance and safeguarding requirements, including Children Missing Education (CME) procedures.

The school expects all pupils to attend every day, arrive on time, and engage fully in their learning unless absence is unavoidable due to illness or other exceptional

circumstances. Through a consistent and supportive approach, we aim to ensure that every pupil can thrive and achieve their best. The school expects attendance of at least 95%

Expectations

The School Expects Its Pupils To:

- Attend school regularly and arrive on time each day.
- Come to school fully prepared for learning with the necessary equipment and resources.
- Follow the school's policies, procedures, rules, and expectations for behaviour and conduct.
- Take an active part in their learning and make the most of the educational opportunities provided.

The School Expects Its Parents/Carers To:

- Ensure their child attends school regularly and punctually, unless prevented from doing so by illness or other exceptional circumstances.
- Notify the school of any absence on the first day and on subsequent days if required. Contact can be made via:
    - ClassDojo (Attendance Officer)
    - Ibeams Parent Portal
    - School telephone
- Provide a clear reason for any absence.
- Give details of any illness or symptoms when reporting a child as unwell.
- Keep emergency contact details up to date and inform the school promptly of any changes.
- Arrange medical and dental appointments outside of school hours wherever possible. If an appointment during school time is unavoidable, parents/carers must inform the school in advance and provide supporting evidence, such as an appointment letter, card or text message.
- Avoid booking family holidays during term time, as leave of absence will only be authorised in exceptional circumstances.
- Communicate with the school about any concerns regarding their child's attendance, punctuality or reluctance to attend so that support can be provided and any issues addressed at an early stage.
- Work in partnership with the school to promote good attendance and ensure their child achieves their full potential.

Governing Body Responsibilities

The Governing Body will:

- Recognise the importance of school attendance and promote it throughout the school's ethos and policies.
- Ensure statutory attendance and safeguarding duties are fulfilled.
- Receive regular attendance reports and challenge trends and patterns of absence.
- Ensure staff receive appropriate attendance training.

- Monitor attendance amongst vulnerable groups.

School Leaders Responsibilities:
The School Leadership Team and Governing Body are responsible for ensuring this policy is effectively implemented and monitored. They will promote good attendance and punctuality by:

- Maintaining effective communication with pupils, parents/carers, staff, and governors on attendance matters.
- Raising awareness of the importance of regular attendance and punctuality.
- Ensuring all staff understand and fulfil their responsibilities under this policy.
- Making the Attendance Policy available to parents/carers and promoting their responsibility for ensuring regular and punctual attendance.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Implementing procedures to identify, monitor, and address poor attendance and persistent lateness.
- Providing support for pupils experiencing barriers to attendance.
- Ensuring timely follow-up of unexplained absence and non-attendance.

Definitions

Authorised Absence

An absence is classified as authorised when a pupil is absent from school for a legitimate reason and the school has received appropriate notification from a parent or carer. For example, a parent may contact the school to report that their child is unwell.

Only the school has the authority to authorise an absence. Therefore, not all absences supported by parents or carers will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a pupil is absent from school without the permission of the school.

An absence will be recorded as unauthorised if a pupil is absent without a valid reason, even when the absence is supported by a parent or carer.

Persistent Absence

A pupil is considered persistently absent when they miss 10% or more of their possible school sessions.

Severe Absence

A pupil is considered severely absent when they miss 50% or more of their possible school sessions. Pupils who are severely absent will receive immediate and targeted support to improve attendance.

Children Missing Education (CME)

A Child Missing Education (CME) is a child of compulsory school age who is not registered at a school and is not receiving a suitable education otherwise than at school.

The school will identify and respond to concerns about children who may be missing education and follow relevant local authority CME procedures.

Procedures
Our school will:

- Maintain accurate electronic registers using statutory attendance codes.
- Clearly communicate attendance expectations to staff, governors, parents/carers, and pupils.
- Keep consistent daily attendance records, including absences and lateness.
- Follow up unexplained absences and persistent lateness.
- Ensure parents/carers understand authorised and unauthorised absence.
- Discourage avoidable absence, including term-time holidays.
- Work with parents/carers to improve attendance and punctuality.
- Provide attendance data to the Local Authority and DfE as required.
- Ensure staff report any attendance or punctuality concerns to the Senior Leadership Team (SLT), who are responsible for monitoring attendance.

Responsibilities
All staff are responsible for promoting good attendance and punctuality and for identifying and reporting emerging concerns. Specific responsibilities include:

The Headteacher will:

- Lead and promote a whole-school attendance strategy.
- Monitor and analyse attendance data regularly.
- Ensure timely intervention where attendance concerns arise.
- Work in partnership with parents, external agencies and other professionals.
- Ensure attendance and safeguarding systems are fully aligned.
- Ensure effective support is in place for pupils whose attendance may be affected by SEND, medical needs, mental health needs or social care involvement.

Class teacher
Class teachers will:

- Complete morning and afternoon registers.
- Promote the importance of good attendance and punctuality.
- Monitor class and individual attendance, identifying concerns, patterns, or unusual reasons for absence.
- Communicate absence information to the Attendance Officer.
- Raise attendance concerns with the Senior Leadership Team (SLT).
- Monitor the impact of actions taken to address attendance concerns.
- Discuss attendance issues with parents/carers when appropriate.
- Provide relevant information to support referrals and interventions.

Administration Staff
Staff in the School Office will:

- Receive and record absence messages from parents/carers.
- Maintain the Absence Log and Late Book.
- Record details of pupils who arrive late or leave school early.

The Attendance Officer/Champion will:

- Identify pupils at risk of persistent or severe absence.
- Monitor attendance and engagement of vulnerable groups, including pupils with SEND, those with social workers, young carers, pupils experiencing mental health difficulties, and previously looked-after children.
- Work closely with the Designated Safeguarding Lead (DSL/DDSL) where attendance concerns may indicate safeguarding issues.
- Maintain accurate attendance records and apply registration codes in line with statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024.
- Track, monitor and evaluate the impact of attendance interventions.
- Establish reasons for absence and ensure attendance information is recorded accurately.
- Contact parents/carers on the first day of unexplained absence in accordance with school procedures.
- Monitor whole-school, class and individual attendance, identifying patterns, irregularities and emerging concerns, and report these to the Headteacher.
- Prepare and send attendance-related correspondence to parents/carers.
- Analyse attendance data and produce reports for the Headteacher and Governing Board, highlighting trends and areas for action.
- Promote and celebrate good attendance through rewards and recognition, including:
    - Weekly class attendance winners displayed in school and shared via ClassDojo.
    - Attendance stickers or stamps for pupils.
    - Presentation of the weekly Attendance Trophy.
    - Termly certificates and prizes for pupils achieving 100% attendance.
    - Termly certificates for pupils achieving 99% attendance.

Registration

- School gates open: 8:15am
- **School start: 8.30am - we expect all pupils to be in school at 8.30am.**
- Morning registration: 8:40am. Pupils arriving after this will receive a late mark (L).
- Registers close: 9.00am. Pupils arriving after 9:00am will be recorded with Code U (unauthorised absence), unless a valid reason for absence is provided and an appropriate authorised code applies.
- **Afternoon registration: 12:30pm**.
- Class teachers are responsible for taking accurate registers. Attendance codes / and \ will be used to record pupils who are present.

- The Attendance Officer will check registers and ensure that all absences and late arrivals are recorded using the correct attendance codes. Pupils must be recorded as present or absent at the start of both the morning and afternoon sessions in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Where no reason for absence has been provided, Code N will be used until the reason is established.
- **School ends: 2:15pm, Monday to Thursday, and 11:45am on Friday.**

Lateness
Pupils who are persistently late miss valuable learning time, including key parts of the school day when teachers outline learning objectives, explain activities, and set expectations. Regular lateness can negatively affect a child's progress, confidence, and engagement in learning.

The pupil entrance gate closes at **8:35am**. Any pupil arriving after this time must enter through **Gate 1** and be accompanied by an adult.
Parents/carers will be asked to provide a reason for late arrival. Where punctuality is a concern, attendance will be monitored and parents/carers may be contacted to discuss ongoing issues. Each case will be considered individually, and an **Attendance Contract** may be implemented where appropriate.

Routine medical and dental appointments during school hours are discouraged. However, where a child attends an emergency medical or dental appointment and arrives at school after **9:00am**, the absence will be recorded as a medical absence (**Code M**). Any pre-arranged appointment during school hours must be communicated to the school in advance, with evidence of the appointment provided.

First Day Contact
Where a pupil's absence is unexplained the First-Day Absence Calling Procedure will be initiated:

- Contact attempts will be made using all available contact numbers.
- Emergency contacts may be used where parents cannot be reached.
- The DSL/DDSL will be informed where concerns exist about a child's welfare.
- If no contact is made by 11.30am, the Head Teacher and DSL/DDSL will consider making a home visit, which may be followed up by a "safe and well check" by the Police, until the child is accounted for.
- Repeated unexplained absence may result in referral to Local Authority services or safeguarding agencies.

Long-Term Absence Due to Illness
When a pupil is unable to attend school for an extended period due to illness, the school will work closely with parents/carers, healthcare professionals and any relevant

external agencies to minimise disruption to the pupil's education and wellbeing. Wherever possible, appropriate learning materials and resources will be provided to help the pupil remain engaged with their learning and maintain a connection with school.
Where it is anticipated that a pupil will be absent for **15 school days or more**, either consecutively or cumulatively, due to a single ongoing health condition, the school will notify the local authority. Working in partnership with the family and relevant professionals, an appropriate plan will be put in place to support the pupil's continued education. This may include alternative provision, remote learning, phased reintegration, or a part-time timetable where appropriate, ensuring that the pupil receives suitable educational support throughout their absence.

Unauthorised/Persistent Absence
Persistent absence is often linked to family circumstances and can affect some of the most vulnerable pupils.

- Attendance data, electronic registers, and the Pupil Absence Log will be monitored regularly to identify persistent absence, patterns, trends, or inconsistencies in attendance.
- The school will follow the principles of:
  Listen – Understand – Empathise – Support – Monitor – Review
  when responding to attendance concerns.
- Pupils whose attendance falls below **95%** will be identified and monitored. Parents/carers will be invited to discuss any barriers affecting attendance, and the school will work collaboratively with families to provide appropriate support and encourage regular attendance.
- Where attendance does not improve despite support, further intervention may be implemented, including parent meetings, attendance contracts, or referrals to relevant support services.
- If attendance concerns continue and no improvement is evident, the matter may be referred to the Governing Body for consideration of further action. Failure to engage with agreed support and recommendations may result in formal action, including fines, suspension or removal from the school roll.
- If a pupil is absent for **five consecutive school days** without explanation or contact from parents/carers, the school will make a referral to the Attendance and Pupil Support Service.

Term-Time Leave:
The school is committed to promoting good attendance and recognises that regular attendance is essential for pupils' educational progress and wellbeing. Parents and carers are expected to arrange family holidays and other activities outside of term time wherever possible.

- Requests for term-time leave must be submitted in writing to the Governing Body at least one month in advance. Leave of absence will only be considered in exceptional circumstances and approval is not automatic.

- Each request will be considered on its individual merits, considering the circumstances, the pupil's attendance record, and the likely impact on their education. Parents will be informed of the Governing Body's decision in writing.
- Any absence taken without prior authorisation will be recorded as unauthorised. Unauthorised term-time leave may result in further action, including an Attendance Contract and/or a fine (£60 per child, per week).
- Parents and carers are encouraged to discuss exceptional circumstances with the school as early as possible so that appropriate support and guidance can be provided.
- Failure to follow the school's leave of absence procedures may result in the loss of the pupil's place at the school. A re-admission fee of £75 may be charged upon return, in addition to any fine issued (£60 per child per week).
- Where an absence is extended or long-term, the school will seek guidance from the Local Authority.
- Class teachers will provide appropriate work for pupils during a period of absence. Parents are responsible for collecting the work and supporting their child to complete it before returning to school.

The school will inform the Local Authority whenever a pupil's name is deleted from the admissions register on any of the grounds set out in Paragraph 9 of the School Attendance (Pupil Registration) (England) Regulations 2024, in line with its legal obligations and current statutory guidance.

Responsibilities:
Governor for Attendance: Zakaria Seedat
Head Teacher: Farhana Apa Mullan
Attendance Officer/Champion: Zaheda Apa Pathan - Contact No: 01924 453661
SENDCO: EY: Bismah Apa/Aakifah Apa, School: Habibah Apa
DSL: Farhana Apa DDSL: Abdul Maajid Rawat

Documentation:
School Attendance (Pupil Registration) (England) Regulations 2024
Working together to improve school attendance: July 2026
Pupil Absence Log
Term Time Holiday Request Form
Attendance Contract