

# Policy



## Pupils attendance & Punctuality Policy

*Nurturing today's young people,  
Inspiring tomorrow's exemplary citizens*



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## SECTION 1 – POLICY STATEMENT

AJI is committed to providing a high-quality education for all its pupils, thus allowing them to lay solid foundations for their futures. For pupils to reach their full educational potential, a high level of school attendance is essential.

At AJI, we strive constantly towards maintaining high pupil attendance levels; the importance of regular and punctual attendance is regularly conveyed to pupils and their parents.

School attendance is subject to various governmental laws; this policy is written to reflect these laws, and the guidance produced by the DfE. This policy also contains the procedures that will be used to meet set attendance targets.

We will examine our attendance figures on an annual basis and review our systems for improving attendance at regular intervals, in order to ensure that we are achieving our attendance targets.

## SECTION 2 – SCHOOL PROCEDURES

Any pupil who is absent from school in the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on her behalf can authorise absence. If there is no known reason for an absence at registration, then the absence will be recorded in the first instance as unauthorised.

## SECTION 3 – LATENESS

Morning registration takes place at the start of the school day at 8.15am. Afternoon registration takes place at 1.00pm

The registers remain open for 30 minutes; any pupil arriving after registration is closed will be counted as statistically absent (unauthorised) unless there is an acceptable explanation.

Regular lateness will result in a phone call home to parents.



## **SECTION 4 – ABSENCES FOR LEGITIMATE REASONS**

Parents are expected to contact the Main Office well in advance of any potential absence, so that leave may be given and the absence can be authorised.

If a pupil has been absent, and there has been no parental contact, then we will endeavour to contact their parents via telephone.

In case of medical appointments, an appointment card should be available to the school upon request. If leave of absence is necessary for such purposes, parents should inform administration staff via telephone, as early as possible prior to the absence.

If leave of absence is required for a family wedding, an invitation card should be made available to the school upon request.

## **SECTION 5 – CONTINUED ABSENCE**

In the event that a pupil has been absent without explanation for ten consecutive days (and parental contact has not been possible), we will notify Bolton's Inclusion Officer; details of any action taken by the school will be included in the referral.

We will also notify the Inclusion Officer if a pupil has left (or has been taken off roll) because they are going to be educated otherwise than at school, because they no longer live locally, because they have a serious long-term illness, because they are in custody, or because they have been permanently excluded for any reason, as long as they are still of compulsory school age.

## **SECTION 6 – FREQUENT ABSENCE**

In cases where a pupil begins to develop a pattern of absences, we will try to resolve any issues with the parent(s) of the pupil. If this is unsuccessful, the school will seek advice from the Education Welfare Officer.

## **SECTION 7 – PROMOTING ATTENDANCE & PUNCTUALITY**

AJI will use any opportunities that arise, in order to remind parents and carers that it is their responsibility to ensure that their children attend school to receive their education.

Pupils receive certificates for 'best attendance' as an incentive and example for others to follow.

## SECTION 8 – HOLIDAY IN TERM-TIME

Parents will be reminded of the effect that absences can have on a pupil's potential achievement. In line with regulations, term-time holidays of any kind will no longer be authorised unless there are exceptional circumstances that warrant such a holiday – in which case parents/guardians will be required to fill out an *Application for Discretionary Leave of Absence* (form available upon request) prior to any booking.

Cheap flights or hotel prices, or the fact that parents have booked a holiday before checking with the school, do not count as exceptional circumstances.

## SECTION 9 – THE REGISTRATION SYSTEM AND THE KEEPING OF REGISTERS

By law, registers must be kept for at least three years. Entries in manual paper registers must be in ink; all corrections must be visible (thus, no correcting fluid may be used).

At AJI, attendance data from paper registers will be logged periodically onto a computer file. These computerised registers will be printed out at the end of every month, and eventually collated into annual volumes.

Alternatively, electronic back-ups may be made, which would also need preserving for a minimum of three years.

## SECTION 10 – THE USE OF ATTENDANCE CODES

The codes in the table below will be used to record attendance information; administration staff should familiarise themselves with their meanings using the DfE guidance *School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities* (October 2014). Brief descriptions are given in [Appendix 1](#).

## APPENDIX 1 – ATTENDANCE CODES

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/ \	Present	Present
<b>B</b>	Off-site educational activity	Approved Educational Activity
<b>C</b>	Leave of absence authorised by the school	Authorised Absence
<b>D</b>	Dual registered - at another educational establishment	Approved Educational Activity – not counted as physically present
<b>E</b>	Excluded but no alternative provision made	Authorised Absence
<b>G</b>	Holiday not authorised by the school or in excess of the period determined by the head teacher.	Unauthorised Absence
<b>H</b>	Holiday authorised by the school	Authorised Absence
<b>I</b>	Illness (not medical or dental appointments)	Authorised Absence
<b>J</b>	At an interview with prospective employers, or another educational establishment	Approved Educational Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical or dental appointments	Authorised Absence
<b>N</b>	Reason for absence not yet provided	Unauthorised Absence
<b>O</b>	Absent from school without authorisation	Unauthorised Absence
<b>P</b>	Participating in a supervised sporting activity	Approved Educational Activity
<b>R</b>	Religious observance	Authorised Absence
<b>S</b>	Study leave	Authorised Absence
<b>T</b>	Gypsy, Roma and Traveller absence	Authorised Absence
<b>U</b>	Arrived in school after registration closed	Unauthorised Absence
<b>V</b>	Educational visit or trip	Approved Educational Activity
<b>W</b>	Work experience	Approved Educational Activity
<b>X</b>	Not required to be in school	Un-timetabled sessions for non-compulsory school-age pupils
<b>Y</b>	Unable to attend due to exceptional circumstances	Not required to be in school – counted in possible attendances
<b>Z</b>	Pupil not on admission register	Not required to be in school
<b>#</b>	Planned whole or partial school closure	Not required to be in school