

Jamia Al-Hudaa

Nottingham



Attendance Policy

Date: September 2025

Review Date: September 2026

Reviewed by: SLT/Principal

1. Policy Statement

Jamia Al-Hudaa is committed to supporting students in their preparation for life after Jamia by encouraging them to attend every day.

The Jamia will work in partnership with staff, students, parents/carers and support services.

The Headteacher (or a delegated member fulfilling the role) will decide about authorising or un-authorising any absences. The Head Teacher should be contacted in writing by mail or email for authorisation via Secretary@jamiaalhudaa.com or any other method mentioned on our website during working days and hours in advance.

2. Scope and Principles

This policy and all the information within is applicable to Jamia Al-Hudaa and all its members.

This policy has been formulated based on the following legislation applicable to schools:

The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations

The Jamia recognises that staff, students and parents/carers need to work in partnership to provide all students with guidelines which allow them to work positively and make good progress. Guidelines of the procedures that staff, students and parents/carers follow can be found in the Parent Handbook and on the Jamia website. A printed copy can be supplied on request from reception/SLT.

Pupils need to attend school regularly as it is central to raising standards in education and ensuring all pupils can fulfil their potential and benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The Government expects schools to promote good attendance and reduce absence, including persistent absence, ensure every pupil has access to full-time education to which they are entitled and act early to address patterns of absence.

Parents* are expected to perform their **legal duty** by ensuring their children of compulsory school age who are registered at school attend regularly and arrive to school on time”.

***Definition of parent: Section 576 of the Education Act 1996:**

A parent in relation to any child or young person includes any person:-

- a) All natural parents, whether they are married or not;
- b) Who is not a parent but who has parental responsibility for him/her; or

c) Who has care of her

This also includes all absent parents who must have regular contact and an ability to influence the child including his/her attendance (separated parents who do not accompany the other parent on the unauthorised leave should not be included). Parental partners can be included (whether or not they are married or the natural parent of the child as they have 'care' of the child. If a pupil lives with a grandparent or older sibling as their main carer they can also be included as they are the main care provider.

It is also important to note that even though a parent may not live in the same home as the student that parent is still responsible for ensuring the child attends school every day.

3. Aims, Objectives & Standards

- to raise levels of achievement and participation by maintaining the highest possible levels of attendance;
- to maintain high levels of punctuality;
- to keep an accurate and up-to-date record of attendance;
- to inform students and parents/carers of attendance and punctuality concerns;
- to identify the causes of non-attendance and poor punctuality and act upon them;
- to ensure all staff understand their roles in the monitoring and recording of attendance and punctuality;
- to maintain and improve attendance and punctuality throughout the Jamia academies through rewards and target setting;
- to monitor and evaluate the processes on a regular basis;
- to give clear information on expected levels of attendance and punctuality to students, parents/carers, staff and stakeholders.

The government has laid down guidelines which they expect students at secondary school to achieve in terms of attendance. They are set at 95% attendance. A student will fall below 95% if they miss as little as half a day over a 2-week period.

It is the expectation of the school that all students will achieve at least 95% attendance. There are a variety of reasons for students missing school. Some are unavoidable but we would ask that you support us in ensuring that your child's attendance meets both the school and the government's expectations. Any problems with regular attendance, especially any concerns about possible bullying or learning difficulties are best sorted out by the school, the parents and the student at an early stage. We will closely monitor your child's attendance and alert you if we feel there is an issue. The school undertakes a wide range of measures to support students where attendance at school is an issue. Where there may be an issue and we fail to see an improvement, it may be necessary to make a referral to an appropriate external agency to ensure the student receives the support required to bring about an improvement.

The Jamia follows the 'Wise Up' programme to monitor attendance:

Category	% / Rating	Description/Details
EXCELLENT	Your child's attendance is above 98%. They are 'WISED UP' on attendance.	As well as being an excellent attender your child will almost certainly achieve the best grades for her ability and have real opportunity in further education or the world of work.
GOOD	Your child's attendance is 96-97% They are 'GETTING WISE'	Your child is likely to achieve their grades that will give them real opportunities to continue their studies or in the world of work.
SATISFACTORY	Your child's attendance is 95% and is in line with national expectations.	Your child is likely to achieve their target grade but her outcomes will be improved further if her attendance improves.
UNSATISFACTORY	Your child's attendance is 94-90%. They are below the national government threshold of 95%	Your child will miss up to 18 days each school year and this will make it difficult for her to achieve her best
CONCERN	Your child's attendance is between 85-90%. They 'NEED TO WISE UP' as attendance is significantly below expectation!	Parents / Carers may face a fixed penalty fine as your child's attendance is below 90% and they are 'Persistent Absentees' Your child is missing so much time from school that it will be difficult for her to keep in touch with lessons or work
SERIOUS CONCERN	Your child's attendance is below 85% You need to 'WISE UP and TAKE ACTION NOW' as this can lead to a penalty.	Your child is missing so much time from school that it will be almost impossible for her to keep in touch with lessons or work!

4. Rewards

The Jamia recognises that rewards play a vital part in encouraging students to achieve. Rewards will be given to students for excellent attendance and punctuality. Procedures for attendance and punctuality rewards are outlined in the Behaviour & Rewards Policy.

5. Sanctions

The Jamia recognises that a range of responses should be taken when there has been a decline in attendance and punctuality. These responses will include supportive interventions as well as the implementations of sanctions. A full description of sanctions imposed for poor attendance and punctuality can be found in the Behaviour & Rewards Policy.

6. Daily Procedures: Registration

Under the Education Regulations the school is legally required to register students twice daily. Registers are marked in the morning at 8.30am and in the afternoon at 1.30pm. It is essential that all students are registered on both occasions.

Lessons start at 8.30am so all students should be in their class in preparation for the register being taken before 8:30am. At this time, they should collect items for the day and make sure that they are aware of any changes / arrangements to the day's activities. It is a legal requirement that a register is taken at the start of the day. Not only does the process allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill

Each year a school calendar is sent out and is also on the Jamia website which clearly indicates the days when your child is expected to be in school. If your child tells you that school is to be closed on a day not indicated on the school calendar, please check by telephoning or emailing the school.

Absence from school

Regular attendance at school is the responsibility of parents and carers. Under the regulations mentioned in the beginning of this policy, parents commit an offence if the child does not attend school regularly. If your child cannot come to Jamia because of illness you should advise the Jamia on the first day of absence by email or telephone. If no message is received we will assume that your child is absent without your permission. We will then make every effort to contact you. It is essential that the Jamia is kept informed of changes of contact details such as phone numbers and addresses. Parents are encouraged to ensure that their child brings in a letter confirming the reasons for the absence when the child returns to the Jamia.

Once contact (verbal and/or written) has been made with the parent the Jamia will determine if the absence is to be authorised or unauthorised.

The Jamia will only authorise a medical absence if the circumstances are unavoidable. The Jamia requests medical evidence if a parent rings the school to confirm the student is unwell: medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print

screen of medical notes, as well as letters concerning hospital appointments or any other relevant evidence. The Head Teacher may not authorise medical absence without this evidence. Please see attached medical form that can be completed by the doctor.

The Jamia may authorise absence under certain specific circumstances. However, the parent must contact the Head Teacher in advance to secure authorisation. This may include work related interviews and meetings with external agencies.

Unauthorised Absence from School

While the Jamia cannot issue statutory fines (which can only be imposed by the Local Authority), persistent unauthorised absences may lead to disciplinary measures and referral to the Local Authority in line with statutory guidance.

- A student not attending Jamia to go shopping for school clothes
- A student not attending Jamia as it is her birthday or the birthday of a family member
- A student not attending Jamia as the family have gone to the airport to meet a visiting relative
- A student not attending Jamia due to attending a hospital appointment for another family member
- A student not attending Jamia due to the fact the family returned late in the previous evening from a family holiday
- A student not attending Jamia as they are looking after younger siblings
- A student attends a medical appointment in the morning but then fails to return to Jamia for afternoon lessons
- General Holiday or travelling abroad.
- No valid reason for absence.
- Umrah/Haji/Pilgrimage – Note: statutory guidance states that religious observance leave is normally limited to one day per festival, unless exceptional circumstances apply.
 - will not be considered for authorisation during any internal or external examination days/weeks.
 - Head Teacher must be contacted/e-mailed **before** booking.
 - Each case will be considered individually to evaluate the impact this will have on the well-being and/or academic progress of the pupil.
 - No more than 3 additional school days will be granted in such cases that are granted authorisation.

Codes for Register

According to the DFE guidance the following codes are to be used for **authorised** absences on the register:

Code Letter	Code Name	Description
I	ILLNESS	Schools can request additional medical evidence from parents / carers if they feel the authenticity of an illness is in doubt.
M	Medical or dental appointments	Parents / Carers are encouraged to arrange appointments out of Jamia hours but the Jamia will authorise if confirmation of the appointment is provided and appropriately determined. (Form available from website or end of policy).
C	Other circumstances	This code will be used for any authorised non-medical reasons for a child's absence from school, i.e. – extremely close family funeral. E.g. Grandmother, grandfather, father, mother, maternal aunts and uncles, brothers or sisters, nephews or nieces.
D	Dual Registered	This code will be used if a student is registered at two schools.
J	Interview	This code will be used when it has been agreed that the student can miss Jamia to attend an interview or entrance exam.
P	Approved sporting activity	This code will be used in times of approved sporting activities in Jamia times, i.e. – training sessions, trials and sporting events.
R	Religious Observation	This code is used to cover major religious festivals during term-time. The school will only authorise one day absence for religious events.
V	Educational visits and trips	This code is used when students are out of class and participation in any trips or visits arranged by the Jamia.
W	Work Experience (Year 11,13,16+3 only)	This code is used when students are on work experience related placements during term time and is authorised.
X	COVID-19	Code - not attending in circumstances relating to coronavirus (COVID-19)

According to the DFE guidance the following codes are to be used for **unauthorised** absences on the register:

Code Letter	Code Name	Description
G	Family holiday not	If the Jamia does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away

	authorised by the school or in excess of agreed period	for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.
N	Reason for absence not yet provided	The Jamia should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence.
O	Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived late to school after 8.45am	If a student arrives after 8.45am without any written or verbal confirmation from parents/carers to explain their lateness, the Jamia will mark the pupil with the U code. This means that, although the student is in Jamia, she is marked absent for the entire morning. This will be marked as an unauthorised absence and could result in a fine for parents/carers if the pupil is persistently late.

Medical Appointments

We do appreciate that it is often difficult for parents / carers to obtain written confirmation of medical appointments. Parents / carers can obtain 'Medical Authorisation Cards' from the Jamia to take with them to the doctors to confirm their child has attended a medical appointment. (see below) Parents / carers must ensure the card is stamped, dated and signed by the practice to confirm their child has attended a medical appointment.

Parents are asked to make routine medical and dental appointments outside Jamia hours wherever possible. Where such appointments in Jamia time are unavoidable, parents should inform the school in advance so a decision can be made whether to authorise the absence or not.

To whom it may concern

Jamia Al-Hudaa is committed working with pupils and parents / carers to improve pupil attendance and achievement by reducing absence. Please confirm by signature and practice stamp that (insert pupil name) _____ has attended the surgery or practice today.

Is this condition likely to impact further on her school attendance? YES / NO

Signed _____ Date _____

Practice name / stamp: