

# Quwwat ul Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

[www.quwwatulislam.com](http://www.quwwatulislam.com)

*Together we can achieve more*

## Attendance Policy

## **Attendance Policy**

### **Aim**

Quwwat-ul-Islam Girls' School aims to ensure that all pupils receive a full time education which maximises opportunities for each pupil, to realise their true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will:

- Aim to improve the overall percentage of pupils at school
- Make attendance and punctuality a priority for all those associated with the school including pupils, parents and teachers
- Provide support, advice and guidance to parents and pupils
- Develop a systematic approach to gathering and analysing attendance related data
- Further develop positive and consistent communication between home and school
- Implement a system of rewards and sanctions
- Chase absences and lateness's through phone calls, letters and meetings with the Head teacher
- Record authorised and unauthorised absences
- Identify developing patterns of irregular attendance and lateness through monitoring each pupil's attendance and punctuality performance. Where figures are a concern parents are called in to rectify and explain dips in attendance.

### **Authorised and Unauthorised Absence**

#### **Authorised absence**

This type of absence includes many of the occasions when students are out of school and taking part in activities, usually with teachers. This may include field trips, visits to museums or theatres and sporting occasions.

Also included in this category is illness and urgent medical/dental treatment. A school may authorise an absence for illness if it has received an explanation from a parent/carer.

Medical or dental treatment that is either urgent or cannot be made outside school hours can also be authorised. For example; certain specialist clinics or consultant appointment may have to be made during the school day. However, most routine dental or GP appointments should be made out of school hours.

### **Unauthorised Absence**

This is any absence where the school does not receive information from the family or where the reason for absence is one that the school cannot authorise. For example; waiting for the Gas Board, shopping or baby-sitting for younger children are all reasons that are used to explain absence but are obviously not good reasons for missing school.

Parents are expected to communicate with the school every time a child misses even half a day. If a family does need to take a child away for any length of time - no matter how short, it is important that this is discussed with the school in advance so that they can authorise the absence.

Education is a partnership between the home and school. Parents can do their share by communicating with the school about absence. Families have a right to expect that schools will complement this by keeping them informed about attendance and any other issues of concern.

### **Parental Support**

- Parents/carers have a legal responsibility to ensure that their child attends school on time and receives an education;
- In the case of absence from school a note or telephone call will be essential to authorise a child's non-attendance whether that be half day or longer. Parents should telephone the school on the day of absence and provide a note on the day of return.

### **Family Holidays and Extended Leave Overseas**

Parents should expect that the school will not agree to any family holidays or extended leave overseas during term time. Holidays taken during term time will be considered as unauthorised absence.