



ALAMEEN
PRIMARY SCHOOL



ATTENDANCE

POLICY

IN THE FOOTSTEPS OF

MUHAMMAD

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1. Aims

We are committed to meeting our obligations with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The governing board recognises that consistent attendance is a key safeguarding responsibility and that attendance data is reviewed in conjunction with safeguarding records to identify potential risks or patterns of concern.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school

- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mohammed Rahman and can be contacted via amin@alameen.bham.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Noreen Ghazala and can be contacted via 0121 706 3322 / attendance@alameen.bham.sch.uk.

Carry out periodic coding audits and provide feedback to staff to ensure full compliance with statutory attendance-recording expectations.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, on Pupil Asset electronically. This is to be done on the same day and on time (details below). Where there are issues with the electronic system, they are to follow protocol as outlined below using the manual register and submit this to the school office on the same day.

3.6 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the pastoral lead in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:30am on each school day.

The register for the first session will be taken at 8:35 and will be kept open until 9:00am. The register for the second session will be taken 5 minutes after the second session starts and will be kept open for 30 minutes (times vary based on key stage lunchtime variations).

Attendance data is stored securely in accordance with UK GDPR and the school's Data Protection Policy. Access is restricted to authorised personnel only.

4.1a Register Accuracy and Compliance

Al Ameen Primary School recognises its duty under the Education (Pupil Registration) (England) Regulations 2024 to maintain an accurate and up-to-date attendance register at the beginning of each morning and afternoon session.

The school ensures that:

- All attendance codes follow the latest DfE Attendance Codes 2024 list (see Appendix 1).
- Reasons for absence are collected, verified, and recorded promptly, and the corresponding code is entered within 5 working days of the session.
- Any amendment to the register includes the original entry, the amended entry, the reason for amendment, and the date and name of the person making it.
- Regular weekly and half-termly audits of registers are undertaken by the Attendance Officer and the Designated Senior Leader for Attendance to identify and correct any miscoding or omissions.
- Findings from these audits are reported to the Headteacher and Governors and used to update staff training.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school office staff (see also section 7). Parents/ carers will need to call the school number and if there is no answer, then they should leave a message. It is not sufficient to send a text or other type of message to the school phone.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. This may be done by calling the office or emailing.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

We strongly encourage punctual attendance at school. Parents/ carers may need to meet with the senior leadership team if there are concerns around punctuality. Parents/ carers must always provide a reason for late attendance.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police or other relevant agency.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels for example, via termly reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

As an independent school, Al Ameen Primary does not automatically fall under the local authority's penalty notice arrangements. However, we work collaboratively with the LA and other agencies where appropriate to promote attendance and pupil welfare.

6. Strategies for promoting attendance

6. Strategies for promoting attendance

At Al Ameen Primary School, we promote good attendance through a combination of positive reinforcement, family engagement, and targeted support. Our strategies aim to ensure that every child understands the value of attending school regularly and punctually, while families feel supported to achieve this.

Attendance promotion is overseen by senior leadership to assure compliance with ISI standards and safeguarding, with swift welfare checks and home visits where concerns escalate.

6.1 Promoting a culture of good attendance

- We communicate consistently that every day in school counts and link good attendance to pupil progress, wellbeing, and future success.
- Attendance messages are regularly shared in assemblies, newsletters, the school website, and social media channels.
- Staff model punctuality and reinforce the importance of attendance through daily routines and class discussions.
- Attendance awareness and the Islamic duty to seek knowledge are reinforced through PSHE, assemblies, and Islamic Studies lessons to encourage pupils to view regular attendance as a moral and spiritual obligation.

6.2 Recognition and rewards

- Pupils with good or improved attendance receive regular recognition through:
 - Weekly and termly certificates and praise in assemblies.
 - Class and year group attendance leaderboards displayed publicly.
 - Termly rewards such as additional playtime, class treats, or special activities for the class with the highest attendance.
- Individual pupils who significantly improve their attendance are recognised to encourage continued progress.

6.3 Parental engagement and communication

- Parents and carers receive regular updates about attendance through newsletters, text messages, and progress reports.

- The school provides clear information on attendance expectations and offers supportive guidance on how to manage absences appropriately.
- Staff work closely with parents to address attendance barriers, offering meetings, referrals to support services, or signposting where appropriate.

6.4 Early identification and targeted intervention

- Attendance is monitored daily by the attendance officer and senior leaders.
- Patterns of lateness or irregular attendance trigger early conversations with parents to identify and remove barriers.
- Tailored support plans are developed for pupils with persistent absence (below 90%) in partnership with families and relevant external agencies.

6.5 Collaboration and community involvement

- The school builds partnerships with local community organisations, faith leaders, and services to reinforce the importance of education and attendance.
- Attendance messages are aligned with wider community events and celebrations to encourage family participation and shared responsibility.

6.6 Celebrating consistency and effort

- The school recognises not only perfect attendance but also sustained effort and improvement.
- Consistent attendance over a term or academic year is celebrated in end-of-year assemblies, newsletters, and awards ceremonies.

6.7 Tiered Attendance Support

We operate a tiered model:

- **Universal (≥95%)**: whole-school messaging, class rewards, weekly monitoring.
- **Targeted (93–94.9%)**: barrier-removal meeting, Attendance Support Plan, 2–4 week review.
- **Intensive (≤90%—persistent absence)**: multi-agency plan (Early Help/EWS), reasonable adjustments/SEND support, possible time-limited reduced timetable with reintegration plan; if support is not engaged with or is ineffective, we consider statutory interventions in line with DfE guidance.

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Findings from attendance data analysis feed into the school's self-evaluation and development planning to identify trends, inform resource allocation, and ensure continuous improvement.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing board.

8.1 Internal Compliance Checks

To maintain continuous compliance, the school conducts **termly internal audits** of attendance registers. These checks verify:

- Correct use of DfE attendance codes.
- Timely recording of reasons for absence.
- Alignment between absence data and safeguarding logs.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Attendance Codes

/

Morning session – present at the school when attendance register begins to be taken

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Afternoon session – present at the school when attendance register begins to be taken

L

Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended

N

Absent - circumstances not yet established

B

Attending a place for any other approved educational activity

K

Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Children and Families Act 2014)

P

Attending a place for an approved educational activity that is a sporting activity

V

Attending a place for an approved educational activity that is a visit or trip

W

Attending a place for an approved education activity that is work experience

C

Absent with leave for other circumstances

C1

Absent with leave for the purpose of participating in a regulated performance

C2

Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend

E

Excluded from the school

I

Unable to attend because of sickness

J1

Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution

M

Absent with leave for the purpose of attending a medical or dental appointment

R

Day exclusively set apart for religious observance by the religious body to which the parent belongs

S

Absent with leave for the purpose of studying for a public examination

T

Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent

G

Absent without leave for the purpose of a holiday

O

Absent - other circumstances

U

Absent for registration - arrived in school after registration closed

D

Attending another school at which they are a registered pupil

Q

Unable to attend because of lack of access arrangements by LA to facilitate their attendance

Y1

Unable to attend because school is not within walking distance of pupil's home and transport to and from school normally provided is not available

Y2

Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency

Y3

Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use

Y4

Whole school closed when school was due to meet for a session, but session has been cancelled

Y5

Unable to attend because pupil is subject to a sentence of detention

Y6

Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease

Y7

Unable to attend because of any other unavoidable cause

X

Absent with leave, not of compulsory school age and timetable does not require them to attend

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: August 2025

Next review due by: August 2026

Signed: M A Rahman