

# Islamiyah Girls High School



## Admissions, Attendance and Registers Policy

### Document Control

This document has been approved for operation for:	Islamiyah Girls High school
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Owner:	Islamiyah Girls High School
Approved by:	Governing Body

## 1. Rationale:

- The Education (Pupil Registration) (England) Regulations 2006 make it compulsory for all schools and academies, including independent schools, to keep and maintain an admission register and an attendance register for every pupil, with the exception of schools where all pupils are boarders.
- Every pupil, regardless of age, must be placed on both registers.

## 2. Objectives and targets:

- At Islamiyah, we are committed to providing a full and efficient educational experience for all pupils and believe that attending every session, unless prevented by something beyond a parent's control, contributes significantly to pupils making good, consistent progress in their education
- We therefore expect good attendance and punctuality from our pupils in order for them to make the most of the extensive opportunities that the school has to offer.
- We rely on our partnership with parents to ensure that this is achieved.

### 2.1. The aims of this policy are:

To encourage full attendance and punctuality from our pupils in order for them to take full advantage of the educational opportunities available.

- To secure attendance at school unless absence is authorised.
- To identify problem areas that would explain non-attendance.
- To record and monitor absence and apply appropriate strategies to maximise attendance.
- To work together with the students, parents and, where necessary, the Local Authority, to maintain good attendance by addressing and finding solutions for pupils who may struggle to attend school regularly.
- To ensure a consistent approach throughout the school.
- To acknowledge and reward a successful record of attendance.
- To apply our admissions and registration procedures, and follow up where necessary, in the best interest of safeguarding our pupils.

## 3. Responsibilities

- Parents
  - To ensure regular attendance of pupils of compulsory school age.
  - To work in partnership with the school to maximise attendance.

### 3.2. School

- To promote good attendance.
- To keep accurate and up to date records on students' attendance and punctuality.

- To notify the LA of irregular attendance or continuous absence of more than two weeks (not covered by a medical certificate).

#### **4. Action plan**

- The school's governors ensure that registers of admittance and attendance are kept and that they provide information on pupil attendance when required for those who are authorised to request it.
- The governors receive regular reports analysing attendance and punctuality data.
- The Headteacher is responsible for managing the records of all students registered at the school and for the onward transmission of all student records at all the normal transition periods.
- They are also responsible for notifying the local authority (LA) when a student's name is removed or added to the admissions register at non-standard transition times.
- All student records are covered by the General Data Protection Regulation (2018) and the school is compliant with these regulations.
- At Islamiyah School, we ensure that all staff are aware of the requirements of the registration process and the law relating to attendance, and that they receive training on registration regulations and that they promote positive attitudes to pupils returning after absence.
- We acknowledge the legal responsibility of parents to notify school of their child's absence on the first day. However, parents do not authorise absence; only the Headteacher or those authorised by the Headteacher can do this.
- Attendance records are provided each year for every pupil within their twice a year school report and are available on request at any time to any authorised person/s.
- Attendance and other reports are passed on to receiving schools/colleges.
- As a school we do all that we can to ensure maximum attendance for all pupils.
- Any problems that prevent full attendance are identified and addressed as speedily as possible.
- Our school actively promotes and encourages 100% attendance for all pupils and celebrates success.
- To promote good attendance, at Islamiyah School, we implement the following procedures:
  - Publication of the arrangements for notifying absence and the school's policy towards authorised absence to the parents and pupils, by means such as the school's website, newsletter and the home-school agreement.
  - The governors, Headteacher and members of staff will be kept aware of the school's policy on attendance and absence.
  - A designated Attendance Officer is responsible for monitoring and overseeing attendance.
  - A reward system for good attendance at school.
  - Attendance will be taken at the beginning of the morning session (8.30am) and immediately after lunch (1.30pm) on the School Kompanion application.
  - Registers will be marked accurately according to guidance in Appendix B.
  - For all absences, the person taking the register will consider whether any safeguarding action needs to be taken.

- A first day contact will be made with parents of pupils who are absent from school without prior knowledge or communication via the student absence line.
- Contact is made with the Attendance Officer or Headteacher as a matter of urgency when 'irregular' nonattendance is discovered by teaching staff.
- Student signing in/out system when attending appointments, supported by written documentation from parents, during the school day.
- A monthly computer print-out will highlight any student whose attendance is below 90% and, where appropriate, the parents will be informed of this.
- This may lead to parents being asked to attend an interview with the FormTutor/Headteacher.
- Parents will be reminded of their obligations to ensure attendance and a programme of support will be agreed.
- Should the problem persist, the Local Authority Inclusion Officer will become involved. Details of what would be considered authorised and unauthorised absence can be found in Appendix A

## **5. Admissions register**

- Regulations specify that a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.
- Regulations also require that the LA be informed within five days of adding a pupil's name to the admission register and all the information held within the admission register about the pupil will be passed to the LA. This does not apply for pupils who are added to the admission register at the start of the school's youngest year – unless the LA also requests that this information should be provided.
- Our admissions register contains the following for all pupils
  - Name in full.
  - Gender.
  - Name and address of every person known to be a parent/guardian of the pupil.
  - An indication of any parent/guardian with whom the pupil normally resides.
  - An indication of at least one telephone number on which the parent can be contacted in an emergency.
  - At least two contacts for every pupil.
  - Day, month and year of birth.
  - Day, month and year of admission or readmission to the school.
  - Name and address of the school last attended.
- Requests for any alterations need to be made in writing by the parent/guardian with whom the pupil normally resides. The written request will be kept in the pupil's personal file.
- Where any alterations need to be made, in particular when a parent informs the school of a change of address or change of school or that the pupil is registered at another school, the following details are inserted into the register:
  - For a change of address:
  - The full name of the parent with whom the pupil will live.

- The new address.
- The date from when it is expected the pupil will live at this address.
- For a change of school or registration at another school:
- The name of the other school
- The date of when the pupil first attended, or is due to start attending, that school.
- Reason for the amendment.
- Date on which the amendment was made.
- Name and position of the person who made the amendment.

#### **6. Deletions from Admissions register**

- Since September 2013, regulations have been changed so that the name of a pupil must be deleted from the school's admissions register if she ceases to be of compulsory school age before the school next meets and the school has been advised that the pupil will no longer attend the school or the pupil does not meet the academic entry requirements for the school.
- Otherwise, we only delete names from the admissions register in the circumstances prescribed in section 8 of The Education (Pupil Registration) (England) Regulations 2006 – Statutory Instrument 2006 1751 (as amended by SI 1625/2011 and SI 756/2013).
- The LA is notified according to the 2016 amendments to the regulations with the following information:
  - The full name of the pupil.
  - The full name and address of any parent with whom the pupil lives.
  - At least one telephone number of any parent with whom the pupil lives.
  - The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
  - The name of the pupil's other or future school and the pupil's start date or expected start date there, if applicable.
  - The grounds prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.
- If a parent chooses to remove the pupil from school in order to home educate, the pupil's name will be deleted from the admissions register and the LA will also be notified.
- Further regulations introduced in 2016 require schools to notify their local authority when they remove or add a pupil's name to the admissions register at non-standard transition times.

#### **7. Attendance register**

- The school is responsible for recording pupil attendance twice each day. An entry is made in the attendance register for all pupils who are on the school's admission roll, using codes as set out in the DFE guidance document 'School attendance'.
- Our attendance register records the following particulars for every pupil whose name is entered and not deleted from the admission register:
  - Whether the pupil is present, absent, attending an approved educational activity or unable to attend due to exceptional circumstances.
  - Where absent, a statement as to whether or not the absence is authorised.
  - Where attending an approved educational activity, the nature of that activity.

- Where unable to attend due to exceptional circumstances, an indication that the reason for absence is exceptional. The specific nature of those circumstances will only be shared with staff for whom it is relevant.
- Our school day starts at 8.30am and registration ends at 8.35am.
- Pupils who are not present for registration will be marked as absent initially.
- If a pupil arrives after 8.35am, a reason for the late arrival must be given by parents, but the student will be marked as late for the morning session.
- Lateness is logged and checked regularly, with sanctions imposed for repeat offenders, including after-school detentions. If it appears that a particular pupil has a problem with lateness, the Pastoral Coordinator will arrange a meeting with the pupil's parents/guardians and will work closely with the Attendance Officer to improve punctuality and follow up any problems.
- Our admission and attendance registers are available for inspection throughout school hours.
- Persons authorised by regulation may make extracts from the registers for the purposes of their functions.
- We comply promptly with the recognized procedures for making returns regarding any registered pupil, of compulsory school age, who:
  - Fails to attend school regularly.
  - Takes unauthorised absence for a continuous period of ten school days or more.
- For all absences, the person taking the register will consider whether any safeguarding action needs to be taken. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will automatically inform the LA and work with them to make reasonable enquiries to establish the whereabouts of the pupil. If these enquiries fail, then the school may remove the pupil from the admission register.

#### **8. Deletions from attendance registers**

- The name of a pupil is only deleted from the attendance register when that pupil's name has been deleted from the admission register and the LA notified in advance.

#### **9. Dual registration**

- If a pupil is registered at more than our school we will only delete that pupil from our registers following agreement with the other school(s).

#### **10. Known absence and extended leave from school**

- A request by parents for extended leave of absence (over and above the usual school holidays) should be exceptional. Extended leave of absence from school can result in insufficient coverage of the National Curriculum, and students failing to achieve expected grades in public examinations.
- Any absence which is known in advance should be requested, in writing, by the parent with whom the pupil normally resides, to the Headteacher sufficiently early to enable school to reply.

- The school cannot consider a request for family holidays during term time to be an acceptable exceptional circumstance. The LA advises that no student be granted more than one request for extended leave in her secondary school career.

#### **11. Monitoring and evaluation**

- The Attendance Officer will monitor and review attendance regularly and report any concerns to the Pastoral Coordinator, and the Headteacher. A report will be made to the Governing Body once a term regarding attendance figures and any particular problems.

#### **12. Preservation of registers**

- In accordance with recommendations, our admissions register is retained for a minimum of three years after a pupil has left the school.
- All our attendance registers are retained for a minimum of four years after the year to which the register relates.

#### **13. Inspection of registers**

- Our admission and attendance registers are available for inspection throughout school hours by those who are authorised by regulations to do so.
- Persons authorised by regulation may make extracts from the registers for the purposes of their functions.

#### **14. Legislation & Statutory Guidance**

This policy should be read with reference to

- Education (Pupil Registration) (England) Regulations 2006 SI 2006/1751(as amended 2010, 2011, 2013, 2016)
- Education Act 1996
- DFE guidance publications ‘Working together to improve school attendance’ (May 2022) <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- DFE guidance ‘School behaviour and attendance: parental responsibility measures’ [www.gov.uk/government/publications/parental-responsibility-measures-for-behaviourandattendance#history](http://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviourandattendance#history)
- DFE Statutory guidance to local authorities ‘Children missing education’ (September 2016) [www.gov.uk/government/publications/children-missing-education](http://www.gov.uk/government/publications/children-missing-education)

**Approved by:** Mrs. Yaasmin Mubarak  
**Headteacher**

**Date:** September, 2023

Mubarak Patel  
**Chair of Governing Body**  
September, 2023

## Appendix A

The following table gives a list of acceptable circumstances that would be considered authorised absence whether the school is informed before or after the event.

### Authorised Absences

Illness, medical and dental appointments	<p>Pupils should be encouraged to make appointments out of school hours. Sight of an appointment card is required if the pupil is an irregular attendee.</p> <p>If a pupil is present for registration but has a medical appointment later, or returns home because of illness, no absence need be recorded for that session.</p> <p>The school keeps a record of pupils leaving or returning to site, in case of an emergency. If the authenticity of illness is in doubt, the school and/or IO can consult the school health service, or the pupil's GP.</p>
Days of religious observance	<p>Parents are encouraged to give advance notice of any absence for their child to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.</p>
Interviews with prospective colleges, or for a place at another school (including entrance examinations)	<p>If the interview takes place during the school hours, and the school is satisfied it is linked to future education prospects, absence will be recorded as 'approved educational activity'.</p> <p>Advance notice and proof of the appointment (e.g. a letter of invitation) should be provided.</p>
Study leave	<p>Study leave will be used sparingly and primarily only for pupils in Year 11, at the discretion of the school management team for GCSE examinations.</p> <p>Regard will be paid to each individual pupil's ability to manage study leave and benefit from it. The school may insist upon a student remaining in school during study leave if appropriate and will make arrangements for pupils wanting to take study leave in school.</p>
Dual registration involving pupil referral units (PRUs or special schools)	<p>Where a pupil is dually registered at institution X and Y, institution X marks the pupil authorised absent while they are attending institution Y and vice versa. Both institutions share responsibility for the pupil.</p> <p>The law allows for dual registration of pupils at a PRU or a special school and another local school. Failure to attend either institution at the proper time without good reason is unauthorised absence.</p>
Approved family holiday during term-time	<p>Parents may not normally take pupils on holidays in term-time. The school will not generally consider a request for family holidays during term time to be an acceptable exceptional circumstance.</p> <p>If the school does not agree to absence and the pupil goes on holiday, the absence will be unauthorised.</p> <p>If, having been granted approval for exceptional circumstances by the Headteacher, the absence would be considered authorised. However, if the parents keep a pupil away from school for longer than was agreed, any extra time is recorded as unauthorised.</p>



	<p>The school is legally permitted to delete from roll a pupil who fails to return within ten school days of the agreed return date unless there is a good reason for the continued absence, such as illness.</p>
<p>Exclusion</p>	<p>A pupil excluded for a fixed period remains on roll and the absence will be treated as authorised because it results from a decision taken by the school. Similarly, the absence of a permanently excluded pupil is treated as authorised while any review or appeal is in progress.</p> <p>Teachers are responsible for setting work for an excluded pupil who remains on the school roll. If a permanent exclusion is confirmed, the pupil's name will be removed from the school roll on the school day either after the appeal committee's confirmation of permanent exclusion or on expiry of the time allowed for appeals to be made; or, if before that, the pupil takes up a place elsewhere.</p> <p>Meanwhile absence should be recorded as authorised.</p>

### **Unauthorised absence**

This includes truancy and other examples of absence such as staying at home to look after younger children, shopping, having a hair-cut, and any absence the school has not been informed about. The Headteacher will keep the Governing Body informed of the level of unauthorised absence because the school will be required to publish this information and make yearly returns to the DFE in the school census. The schools must notify the LA if a pupil attends irregularly or is absent continuously without authorisation for ten or more school days.

## Appendix B:

Using the codes in the table below, the attendance register should specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

Present.

Absent.

Attending an approved educational activity.

Unable to attend due to exceptional circumstances, e.g. bereavement or sickness. Absent due to circumstances relating to an illness.

Code	Description
/	Present (AM)
\	Present (PM)
B	Approved education activity as a pupil is being educated off site (not dual registered).
C	Authorised absence as pupil is absent due to other authorised circumstances.
D	Dual registered (at another establishment) – not counted in possible attendances.
E	Authorised absence as a pupil is excluded, with no alternative provision made.
G	Unauthorised absence as a pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday.
H	Authorised absence due to agreed family holiday.
I	Authorised absence due to illness (not medical or dental appointments, etc.).
J	Approved education activity as a pupil is attending an interview.
L	Late (before registers closed) marked as present
M	Authorised absence due to medical or dental appointments.
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided.
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code.
P	Approved education activity as a pupil is attending an approved sporting activity.
R	Authorised absence due to religious observance.
S	Authorised absence due to study leave.
T	Authorised absence due to traveller absence.
U	Unauthorised absence as pupil arrived after registers closed.
V	Approved education activity as a pupil is away on an educational visit or trip.
W	Approved education activity as a pupil is attending work experience.
X	Non-compulsory school age absence – not counted in possible attendances.
Y	Unauthorised absence as pupil is unable to attend due to exceptional circumstances – this may be used to record where there are exceptional staff absences or unavailability of transport, e.g. due to adverse weather conditions, which affects access to education.
Z	Pupil not on admission register.
#	Pupil absent due to whole or partial school closure.

Registers should be kept open until 8.45am

Pupil's data must be entered on the attendance register from the beginning of the first day on which the pupil will attend the school.