



Approved by	
Last reviewed on	June 2026 June 2027

Vision: Leading in education, with an Islamic identity, according to locally and internationally approved standards.



Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available at our school.

Aims:

AFIA fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours. Our policy applies to all students registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website and Teams.

Students who are persistently late or absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age-related learning expectations.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents / carers and staff so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents /carers and pupils.
- Ensuring that parents / carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping students with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils and staff on school attendance matters.
 - Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
 - Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance and punctuality
 - Developing and implementing procedures to follow up non-attendance at school.

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Definitions:

1.Authorised absence:

An absence is classified as authorised when a student has been away from school for an authentic reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones or emails the school to explain the absence.

2.Unauthorised absence:

An absence is classified as unauthorised when a student is away from school without the permission of the school.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class Teachers:

Class Teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the social worker, the Deputy/Head of School where there are concerns and acting upon them.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation to social worker.

Management

School Management is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
 - Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised

Administration staff

Admin supervisors and social worker are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Contacting parents of absent students where no contact has been made.

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- Recording details of students who arrive late or go home.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to DH.
- Sending out alert letters regarding attendance.

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter).
- Alerting the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Registration

Students can start arriving in school after 6.30 a.m. The school day begins at 7.00 a.m. Ideally, the students should be in school before 7:00 a.m. so they can prepare for the school day. They need to put away their jackets, bags and lunch boxes and get settled with all their equipment and books ready for the start of the day.

Any student arriving after 7:00a.m is considered late. If a bus rider comes late, due to some problem with the bus, he/she should not be marked as late.

The attendance register must be completed by the class teacher by 7.45 am.

The symbols used are as follows:

- Present: back slash /
- Absent: a circle, ○ and in case of medical leave, ○ ML
- Late: a circle with a L in it ○ L

Those students who arrive after 7.15am must be accompanied by a Parent/Guardian to the office to be signed in and the secretary will record the names in lateness record book. Social worker follows the up the lateness record book and issues alerts, warning or other actions as needed.

Late collections :

1. Students need to be collected from school on time. The school doors will be locked at 2.30 pm. Staff on duty should fill the Late Duty procedure Book before signing out. Parents should also note that after 3pm there is no teaching or admin staff left in the school and students will be kept

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with the male security guards at their own risk. At 4:30 there is no staff left in the school whatsoever and any child still in the school at 4:00 will be taken to the Family Consulting Centre or the nearest police station.

2. In case of student frequently collected late from the school, social worker will call and advise the parents.

Absences

Parents/carers should contact the school on the first day of their child's absence. All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised.

Parents must fill the absence form to apply for an authorised leave which will be subject to the management's approval. In the absence of a written request, all absences will be counted as unauthorised.

Early Exits

1. Students are expected to be in the school during school hours so early exits are strongly discouraged. Any exit before 1:00 p.m. is considered early exit.
2. Parents/Guardians are required to fill an Early Exit Form which should be signed by DD or DH.

Note: School administration monitors the attendance monthly. A notification is sent in case of 2 or more absences, late arrivals or early exits in a month. Parents will be called in to school to meet with the head if there are 5 late arrivals or early exits within 4 weeks.

Attendance review meetings

Attendance review meetings will take place each term. Attendance review committee comprises of social worker, student affairs officer and DH.

The following criteria has been agreed upon.

100%	Perfect attendance Award in the term awards
95% to 99%	Merit points on class DOJO
Below 90%	Letter of concern and Attendance Meeting with parents to discuss poor attendance

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Attendance Meetings

In cases where a students' attendance is of concern, parents / carers of students will be asked in to school for an Attendance Meeting as follows:

Stage 1: Social worker and Student affairs officer's Meeting with parents to discuss students' poor attendance, strategies to improve and impact on progress.

Stage 2: Second meeting with DH for the parents to discuss student's continued poor attendance, strategies to improve and impact on progress.

Stage 3 : Third meeting with the Directort to inform parents / students that attendance is at a critical level and that entry into AFIA for the next academic year cannot be guaranteed. Official letter issued and acknowledged by parent. This will be added to the student's official school file.

AFIA will decide to notify MEOHE in case of continued absence of a student from the school for more than two weeks and no communication from the parents with the school management.

Review

Policy will be reviewed and updated each year to ensure consistency across the school. Review sill include impact measurement of attendance follow up procedures.