

IQRA INDEPENDENT SCHOOL POLICY

Attendance Policy

Date	August 2007
Author	School Manager - Eram Sheikh
Review date	Sept 2010



Attendance Policy

School Times

Doors open at 8.15 a.m.

Register at 8:30 a.m.

School finishes at 3.30 p.m.

Lateness

Children and parents know they are expected to be in the playground for entry into class at 8.30am. This is posted in the prospectus and parents are regularly reminded in newsletters.

Latecomers are periodically checked in at the office by the Head and urged to be on time. In the case of regular late arrivals, letters are sent to the parents by the head teacher.

Non-Attendance

Children are classed as having authorised absence if parents notify school as to the reason for the absence, either by telephone or letter. If no reason for absence is received by 8.45 a.m, the secretary will phone the child's home to ascertain the reason for absence.

Parents are notified of this in the school newsletter. They are also reminded that they are officially only entitled to two weeks holiday during school time, and that this is with the head teacher's permission. Parents have to request leave in term time for the children on a pro-forma sheet available from the school office.

Unauthorised absences are extremely rare as all cases of absence are followed up by the secretary and/or class teacher until a reason is given. Any extended absences are reported to the Head teacher who contacts parents as felt appropriate.

In serious cases of absence, the Education Welfare Officer is involved. The Head teacher is given monthly percentage summaries of attendance by the school secretary, and these are checked to ensure attendance meets an acceptable level.

The Head Teacher reports termly to the Governing Body on attendance. Government targets for the school are challenging but achievable as has been shown by our high levels of attendance year on year.