



JFS School

The Mall, Kenton, Harrow, Middlesex, HA3 9TE.

ATTENDANCE POLICY

*Reviewed in Spring 2021 & Ratified BAPD & Safeguarding Committee on 27.01.2021
Next due for review in Summer 2022, subject to intervening legislative changes*

JFS ATTENDANCE GUIDELINES

Aim

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success.

Attendance Expectation

Every student is expected to maintain an attendance level of 95% or above in order to achieve their full potential. The Education Act 1996 requires parents/carers to ensure that their children who are of compulsory school age receive a suitable full-time education.

Leave of Absence

- Parent/carers should refer to the School Holiday List before booking any holidays, to ensure that they avoid taking their children out of school during term time.
- Parents/carers must write an email/letter requesting permission for leave of absence to the Headteacher at least 2 weeks in advance.
- Requests will be authorised at the Headteacher's discretion. The Headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- The first consideration made by the Headteacher will be the student's current attendance. Students whose attendance is of concern will not be allowed further authorised absence.
- Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school.
- A fixed Penalty Notice may be issued if a student is absent when authorisation is not granted.

Absence in the event of Illness

- Parents/carers must communicate with the school for every day a child is absent as early as possible, giving the reason for this absence. Please email attendance@jfs.brent.sch.uk or call the Attendance team on 020 8206 3271.
- The Attendance team will contact parents/carers if no communication has been made to provide a reason for absence.
- Please note: At certain times of the year, a Doctor's note will be required for a medical absence to be authorised. These include school weeks with fewer than five days (such as before a Jewish or Bank Holidays,) the two weeks leading up to Study Leave and the week proceeding and directly after a published school holiday {please note that this list is not exhaustive}.

Escalation Procedures

Stage 1

- A *first letter* will be sent home notifying parents/carers of a decline in attendance below the expected level. Please see the table below for guidance of when the letter will be sent:

Guideline Dates	Missed Sessions (AM/PM)
Autumn Term 1 st Half	6 or more sessions
Autumn Term 1 st Half to End of Autumn Term	8 or more sessions
Autumn Term 1 st Half to Spring Term 1 st Half	10 or more sessions
Autumn Term 1 st Half to End of Spring Term	14 or more sessions
Autumn Term 1 st Half to Summer Term 1 st Half	16 or more sessions
Autumn Term 1 st Half to End of Summer Term	18 or more sessions

- Should the attendance continue to decline, parents/carers are informed that they will have to attend a meeting in school with their child and their child's Head of Year.
- Our expectation is that the student's attendance will stop declining and/or improve.

Stage 2

- A *second letter* will be sent if the attendance continues to decline. Please see the table below for guidance of when the letter will be sent:

Guideline Dates	Missed Sessions (AM/PM)
Autumn Term 1 st Half	12 or more sessions
Autumn Term 1 st Half to End of Autumn Term	16 or more sessions
Autumn Term 1 st Half to Spring Term 1 st Half	20 or more sessions
Autumn Term 1 st Half to End of Spring Term	28 or more sessions
Autumn Term 1 st Half to Summer Term 1 st Half	32 or more sessions
Autumn Term 1 st Half to End of Summer Term	36 or more sessions

- Parents/carers will be invited to attend a meeting in school with their child and their child's Head of Year to discuss reason(s) for poor attendance.
- Head of Year will explain that, if there is no improvement in attendance, then the student will be referred to the Educational Welfare Officer.
- An attendance target within an attendance contract will be agreed and monitored by Head of Year, which is likely to include a request for all medical absences to be supported by a Doctor's note.

Stage 3

- Should the student's attendance continue to decline to *below 37 or more missed sessions throughout the year*, Parents/carers will be expected to meet with Educational Welfare Officer and Head of Year.
- The Educational Welfare Officer will set action points which must be met within an agreed timeframe, usually four weeks.

If these targets are not met, then possible further steps include:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period
- If there is no improvement at the end of a four-week review period, a Court Assessment Meeting will be held which may result in one of the sanctions being imposed.

Fixed Penalty Notices

Fines may be issued for the following reasons:-

- taking a student out of school during term time for unauthorised reasons
- parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence
- a single protracted period of unauthorised absence

Children at Risk of Missing Education

- The School will inform the Local Authority of any student who is missing from school for 10 days or more without any communication as to why.
- The School will inform the local authority of any student who is going to be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.



COVID 19 - Addendum to Attendance Policy

- All requests for planned absence will take into consideration COVID Regulations and the potential impact on student and staff safety when the child returns from the absence.
- Any requests that involve students going into quarantine following an absence will not be authorised.
- Parents are expected to be responsible in ensuring students are not placed at risk due to incorrect application of Government guidance.
- The school reserves the right to rescind a previously authorised absence in light of COVID related circumstances at the time of the absence.