



JAMEAH ACADEMY

ATTENDANCE AND PUNCTUALITY POLICY 2024 – 2025

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Ratified by Governing Body:				
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1.Aims

Jameah Academy aims to meet its obligations with regards to school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every pupil has access to full-time education to which they are entitled
- acting early to address patterns of absence.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Good attendance is strongly linked to better outcomes for children in school; good attendance enables pupils to keep up with their work and take advantage of learning opportunities for both academic subjects and personal development.

2.Legislation and guidance

This policy meets the requirements of the school attendance guidance 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Children Missing Education August 2024
- School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance August 2024

This policy also refers to the DfE's document 'Working Together to Improve School Attendance (August 2024) which outlines statutory guidance and legal duties upon schools to ensure high level of attendance within schools. The guidance is statutory from the 19th of August 2024 and this policy has been updated to reflect this guidance.

3. School procedures

3.1 Admissions Register

3.1.1 Register Format

Jameah Academy will keep an electronic copy of the admissions and attendance registers. A back-up copy will be made monthly in electronic form on the school's backup server.

3.1.2 Contents of the Admission register

Jameah Academy will ensure that the name of each pupil at the school is entered in the school's admission register on the pupil's starting day, before or at the beginning of the first school session on that day. The Admission Register will contain the following information about each registered pupil:

- (a) full name;
- (b) name that the pupil uses at school;
- (c) sex;
- (d) address;
- (e) the full name and address of each of the pupil's parents;
- (f) which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
- (g) day, month and year of the pupil's birth;
- (h) day, month and year of the pupil's starting day at the school;
- (i) name and address of the last school the pupil attended, if any.

If a parent of a registered pupil has told Jameah Academy that the pupil will in the future normally live with a parent at a specified address (in addition to or instead of any address where the pupil currently normally lives) the proprietor must ensure that the admission register contains:

- (a) the address;
- (b) the full name of each parent the pupil will normally live with;
- (c) the date when the pupil will start normally living there.

If Jameah Academy is aware that a registered pupil is or will be attending another school (in addition to or instead of the school) in the following circumstances:

- (a) a person with control of the pupil's attendance at the other school has told the proprietor that the pupil is or will be attending that school; or
- (b) the proprietor is a person with control of the pupil's attendance at the other school and is requiring or will require the pupil to attend that school.

Then, Jameah Academy will ensure that the admission register contains:

- (c) the name of the other school;
- (d) the date when the pupil started or will start attending that school.

If any of the details of a registered pupil mentioned changes Jameah Academy will ensure that the Register is amended accordingly as soon as reasonably possible.

3.1.3 Expected First Day of Attendance

Each school enters pupils on the Admissions Register and Attendance Register from the beginning of the first day on which the pupil attends the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school will seek to establish the reason for the absence and mark the attendance register accordingly.

Jameah Academy will notify the local authority within five days of adding a pupil's name to the Admissions Register and will provide the local authority with all the information held within the Admissions Register about the pupil.

3.1.4 Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, Jameah Academy will record the following in the Admissions Register:

- (a) the full name of the parent with whom the pupil will live
- (b) the new address, and
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school will record the following in the Admissions Register:

- (a) the name of the other school, and
- (b) the date of when the pupil first attended, or is due to start attending, that school.

3.1.5 Amendments to the Admissions Register and Attendance Register

Every amendment made to the Admissions Register and the Attendance Register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. This amendment will be made as soon as reasonably possible.

3.1.6 Grounds for Deletion from Admission Register

Jameah Academy will make reasonable efforts with the Local Authority (LA) to find out the pupil's location and circumstances before deleting them from the register, if the pupil has been absent for ten school days after a leave of absence or continuously absent for twenty school days.

A pupil's name will be removed from the register if they are over compulsory school age.

Detailed reasons for deleting the name of a pupil of compulsory school age are available in The DfE's 'Working Together to Improve Attendance (August 2024)'.

3.1.7 Preservation of the Admission Register and Attendance Register

Every entry in the Admissions Register and Attendance Register must be preserved for a period of six years after the date on which the entry was made. Additionally, every back-up copy of the register will be kept for six years after the end of the school year to which it relates.

3.2 Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an Attendance Register, and all pupils must be placed on this register.

The Attendance Register will be taken at the start of the first session of each school day and once during the second session using the correct codes (see appendix 1).

Where Code 'N' is recorded for a pupil, the school will take reasonable steps to establish the circumstances and amend the register within five days in accordance with the following guidelines:

If it is established that the pupil attended the school after the taking of the register ended but before the end of the session and the circumstances of their absence during the taking of the register are established as any of those listed in Table 2 or any row of Table 3 (appendix 1) other than the final two rows, the code N is to be replaced with the appropriate code; otherwise, the code N is to be replaced with the code U.

In any other case if the circumstances of the pupil's absence have been established, the code N is to be replaced with the appropriate code as specified in Table 2 or Table 3 (see appendix 1). However, if the circumstances have not been established, the code N is to be replaced with the code O.

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.

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.

3.2.1 Registers being open and closed

Jameah Boys Academy

The school doors will open at 7:45am on each school day. Pupils are expected to be in class by 7:55am.

The register for the first session will be taken promptly at 7:55am and will be kept open until 8:25am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30pm (*this may change based on the timetabling for the academic year and may defer for different year groups*).

Jameah Girls Academy

Pupils must arrive in school by 7:55am on each school day.

The register for the first session will be taken at 7:55am and will be kept open until 8:25am. The register for the second session will be taken at 1.00pm and will be kept open until 1.30pm (*this may change based on the timetabling for the academic year and may defer for different year groups*).

The Attendance Officer will mark in any pupil that arrives after the Attendance Register is closed.

3.3 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6).

Parents must notify the school by ringing the school office on the relevant number:

Jameah Boys Academy:

0116 292 77 46

Jameah Girls Academy:

0116 262 77 45

Absence due to illness will be 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 parents 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 will be notified of this in advance.

3.4 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Parents may notify the school of a planned absence for a medical or dental appointment by writing a note in their child's planner, via Class Dojo, or by ringing the school office, or by presenting an appointment card or text message to the school office.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.5 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code (L).

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code (U).

Jameah Academy has a Late Arrival policy and a Late Collection from school policy, both of which can be found in Appendix 2

3.6 Following up absence

Jameah Academy will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. We ensure that a telephone call is made to the home each morning that a child is absent where a reason for the absence has not already been given by a parent.

3.7 Reporting to parents

Jameah Academy reports to parents on their child's attendance twice a year, in written mid-year and end of year reports.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The Headteacher is unable to authorise holidays during term time as detailed in 'Working Together to improve Attendance (August 2024).

Any leave of absence must be requested to the Headteacher in writing by using an 'Absence Request Form'. This can be found in in Appendix 3.

Jameah Academy will ask parents to provide an explanation of the reason for making a request for absence, the address of the destination to which they are travelling, and details of a person whom the school may contact (or who may contact the school) in case the family's travel plans change. The school may ask for travel documents in order to make safeguarding checks to ascertain the veracity of stated travel destinations.

The school evaluates each application for term-time absence on an individual basis, considering the specific facts, circumstances, and context of the request. Factors such as behaviour, effort, academic progress, ability, examination and test periods, and proximity to scheduled holidays are taken into consideration. Additionally, your child's attendance record and absence requests from previous years will also be reviewed.

A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Job or educational interviews or for admission to another educational institution
- Public examinations
- For the purpose of employment involving taking part in a regulated performance or regulated employment abroad
- ‘Exceptional circumstances’ such as bereavement and serious, sudden illness of a family member.
- Fardh Hajj – where the family would like to take children on *Fardh* (obligatory) Hajj. Jameah Academy will authorise up to ten school days (twenty sessions) of absence for *Fardh* (obligatory) Hajj.

All absences should be requested in advance by a parent who the pupil normally lives with, which includes a parent or the pupil if they are over compulsory school age.

Absence requests for reasons such as shopping trips, looking after family members who are unwell, minding the house, resting after a late night, visits to relatives, relatives visiting the home or family weddings, **will not be authorised**.

In cases where absence has been authorised due to exceptional circumstances, this is usually only given for a maximum of ten days (20 sessions). If there are any sessions where the child has still not returned to school beyond the days which were authorised, and which extend beyond ten days of continuous absence, the school will notify the local authority of this period of absence.

The Attendance Officer at each school keeps a register of all pupils who have requested a leave of absence during their time at the school. Previous attendance of a pupil and any previous requests of absence are considered when the Headteacher decides whether an absence can be authorised.

4.2 Year 11 Study Leave

Pupils in Year 11 are given timetables and clear guidance as to when they are expected to be in school and when they are expected to be on Study Leave, during their GCSE exam period. Pupils in Year 11 who do not attend when they are expected to, will have their attendance recorded as unauthorised; similarly, the school will only admit Year 11 pupils when they are expected to be onsite, as it is only for these times that supervision arrangements will have been made for them.

4.3 Personalised Learning Plans

In exceptional circumstances, where a pupil has additional needs, the school may make a Personalised Learning Plan for them. The terms of expected attendance to school, including days and times during which they are expected to be onsite, will be made clear in that plan.

4.4 Sanctions for unauthorised absence

Jameah Academy reserves the right to remove a pupil from the school roll if:

- Pupils are absent from school after they have been notified that an Absence Request was not authorised.
- Pupils are absent from school without making an application for an Absence Request.
- A pupil who is absent from school is found in a public place during school hours, without a justifiable reason.
- A regular pattern of absences is identified without a valid reason.
- The school has good reason to believe that false information was provided, or the school was misled regarding an absence.

Any child who incurs an unauthorised absence from school will be issued a fixed-term exclusion for at least 5 school days on their return. During this period, parents will be required to make an application for their re-admission. Parents must not assume that their child will be re-offered their place at the Academy automatically.

The re-application will take into consideration your child's behaviour, attendance, performance and effort alongside other applications from any pupils who may have applied and are on the school's waiting list.

If the application is successful, the child will remain on roll and parents will need to ensure that the admissions fees are paid before the child returns to school. The school will continue to monitor the child's attendance and any further unauthorised absences will result to an immediate, permanent exclusion.

Should the child's application be unsuccessful, a notice will be given of the child's removal from the school and the local authority will be notified accordingly.

5.Strategies for promoting attendance

Jameah Academy uses a combination of rewards, sanctions, ongoing monitoring, and parental engagement and dialogue to encourage good attendance.

The Attendance Officer / Parent Liaison Officer explain our attendance policy to parents verbally prior to any absence requests being given to parents. This policy is made available our school website or to our parents, on request, by contacting the school office.

Pupils are rewarded for good attendance in order to promote and celebrate good attendance. Pupils receive a certificate to celebrate 100% attendance for each term. Certificates are also given at the End of Year Awards Ceremony for pupils who have achieved 100% attendance during the whole school year.

Sanctions for parents taking children away from school without authorisation are described in section 4.4

6.Attendance monitoring and thresholds for Persistent Absentees.

The Attendance Officer monitors pupil absence daily and parents are expected to call the school by 8.30am in the morning if their child is going to be absent due to ill health (see section 3.2) and on each subsequent day the child is ill.

Where a parent fails to contact the school by 8.30am, the school will make contact with the parent to regarding the child's absence.

The school's minimum expected attendance level is 95%.

As outlined in the Working Together to Improve Attendance (August 2024) guidelines, the Persistent Absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a 'Persistent Absentee'. Attendance data is updated daily and is used to track attendance of individual pupils and also year groups.

Where a child's attendance falls close to the school's minimum expected attendance of 95%, the school will send a letter home to parents to inform them of the drop in the attendance rate.

Where attendance of an individual pupil drops below 95% in the year, the school will notify parents and arrange a meeting with the Attendance Officer to discuss strategies to improve attendance.

If after contacting parents a pupil's attendance continues to drop to 90% or below, we will consider monitoring attendance from a safeguarding perspective, if we feel that parents/carers are not doing enough to ensure their child's regular attendance at school.

Threshold for attendance	Approximate No of Days	Consequence	Person responsible
97% - 95%	5 - 8	Letter sent home to parents/carers notifying them of the drop in the attendance rate.	Attendance Officer
94% - 91%	10 - 15	Meeting with parent/carer and Attendance Officer	Attendance Officer
90% and below	17 and below	Monitoring of attendance from a safeguarding perspective, if deemed necessary.	Attendance Officer, HT and DSL

There may be cases where a child is unable to attend regularly due to genuine and ongoing health concerns, which are being supported and managed with the help of health services. In such cases, we would endeavour to support families with integrating children into school life as well as they can manage and support children with any additional needs they may present with.

Pupil-level absence data is collected each term. We compare our attendance data to the national average and share this with governors.

7. Roles and responsibilities

7.1 The governing body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. The headteacher reports attendance figures to the governing body as part of the regular reporting cycle.

7.2 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils and issues notices to parents to indicate their child has been removed from the school roll, where necessary.

7.3 The Attendance Officer

The Attendance Officer:

- Rigorously monitors attendance data at the school and individual pupil level
- rings parents daily if needed, if parents have not given the school a reason for their child's absence.
- reports concerns about attendance to the Head Teacher which include any emerging patterns or where a child has persistent or severe absence as outlined in the Working Together to Improve School Attendance (August 2024)
- liaise with the Local Authority and Education Welfare Officers to tackle persistent absence
- intervene as early as possible and arranges calls and meetings with parents to discuss attendance issues and put in place an action to support families and pupils
- advises the head teacher when to issue notices to parents where children will be taken off roll.

7.4 Form tutors and class teachers

Form tutors (AM register) and class teachers (PM register) are responsible for recording attendance daily.

The Attendance Officer checks the register once they have been completed.

7.5 Office staff

Office staff are expected to take calls from parents about absence and ask the Attendance Officer to record it on the school system.

7.6 School Attendance Champion (SAC)

The school recognises the importance of good attendance and that improving attendance is a leadership issue. As such, the school has appointed a member of the Senior Leadership Team as a School Attendance Champion who will liaise with pupils, parents and external agencies as well as staff members and the attendance officer, where needed.

The School Attendance Champion will:

- set a clear vision for improving and maintaining good attendance and will establish and maintain effective systems to tackling absence as a collective effort.
- regularly monitor and evaluate progress, including the efficacy of the school's strategies and processes.
- have a strong grasp of absence data
- work in partnership with families to find supportive routes to improve attendance which may include 'attendance contracts'

The School Attendance Champions are as follows:

Jameah Boys Academy

Mr. Hanzalah Adam
Head Teacher

Jameah Girls Academy

Ms. Safiya Nanabawa
Parent Liaison Officer

8. Monitoring arrangements

This policy will be reviewed annually by the Head Teacher. At every review, the policy will be shared with the governing body.

9. Children at Risk of Missing Education

9.1 Safeguarding procedures

Jameah Academy pays due regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

Jameah Academy puts into place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, we hold two emergency contact numbers for each pupil on roll. Emergency contact numbers are provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated, and concerns passed onto a Designated Safeguarding Lead.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Jameah Academy notifies the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than three days after the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where the school notifies the local authority that a pupil's name is to be deleted from the admission register, the school provides the local authority 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 pupil's other or future school and the pupil's start date or expected start date there, if applicable, and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the Admissions Register.

Jameah Academy will inform the local authority of any pupil who has been absent without the school's permission for a continuous period of 20 days. The school will endeavour to inform the local authority of such an absence on the morning of the twentieth day of absence.

Further information can be found in the DfE's guidance on 'Children Missing Education' which sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances when children are missing education.

9.2 Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register.

Jameah Academy will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school.

9.3 Returns to Local Authority (LA)

Jameah Academy will make a 'New Pupil Return' by the end of the fifth day after the day when the name of a registered pupil is entered in the admission register of a school giving all the information about the pupil that is entered in the admission register.

Jameah Academy will make a 'Deletion Return' when the name of a registered pupil is deleted from the admission register of the school giving the following information about the registered pupil from the admission register:

(a) full name; (b) address; (c) the full name and address of any parent the pupil normally lives with; (d) at least one telephone number that each such parent can be contacted with in an emergency; (e) the information entered in the admission register in accordance with regulation 8(3), if any; (f) the information entered in the admission register in accordance with regulation 8(4), if any; (g) which of the circumstances listed in regulation 9(1) or (3) are the basis for the deletion of the registered pupil's name.

Jameah Academy will make an 'Attendance return' to the Local Authority giving the full name and address of every registered pupil of compulsory school age who is not a boarder and who, since the last time an attendance return was made in relation to the school

(a) has failed to attend the school regularly, not counting any occasion on which they were— (i) absent with leave for the purpose of attending another school at which they were a registered pupil; (ii) attending a place, other than the school or another school at which they were a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; (iii) attending any other place for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff; or (iv) attending any other place for an approved educational activity within regulation 10(11); or

(b) has been absent from the school for a continuous period of at least ten school days in respect of which their absence is recorded in the attendance register exclusively using one or more of the following codes as set out in regulation 10 - (i) code G (absent without leave for the purpose of a holiday); (ii) code N (absent in circumstances not yet established); (iii) code O (absent in other circumstances); (iv) code U (absent at registration but arrived later).

Jameah Academy will make 'Attendance Returns' at whatever intervals it has agreed with the local authority or, in the absence of such an agreement, at whatever intervals the Secretary of State determines.

Jameah Academy will make a 'Sickness Return' to the Local Authority as soon as possible when the following conditions are met, giving the full name and address of a registered pupil of compulsory school age if:

(a) the pupil is recorded in the attendance register as absent using the code I (unable to attend because of sickness) as set out in regulation 10; and

(b) the proprietor has reasonable grounds to believe that the pupil— (i) will be unable to attend because of sickness for at least 15 consecutive school days; or (ii) will be, or will have been, unable to attend because of sickness for a total of at least 15 school days during the school year, whether consecutive or not.

10. Examination of Registers:

Jameah Academy will ensure that the admissions register and the attendance register are available for examination during school hours by any relevant office-holder. The school will ensure that a relevant office-holder is permitted to take extracts from the admission register and attendance register.

11. Links with other policies

This policy is linked to our child protection and safeguarding policy, and the admissions policy

Appendix 1: Attendance codes

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

Code	Definition	Scenario
Table 1: Attendance		
/	Present (am)	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken
\	Present (pm)	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken
L	Late arrival	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended
Table 2: Attendance		
K	Attending education provision arranged by the local authority	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority
V	Attending an educational trip or visit	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff
P	Participating in a sporting activity	The pupil is attending a place for an approved educational activity within paragraph (11) of School Attendance (Pupil Registration) (England) Regulations 2024, that is a sporting activity
W	Attending work experience	The pupil is attending a place for an approved educational activity within paragraph (11) of School Attendance (Pupil Registration) (England) Regulations 2024, that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education
B	Attending any other approved educational activity	The pupil is attending a place for any other approved educational activity within paragraph (11) of School Attendance (Pupil Registration) (England) Regulations 2024
Table 3: Absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Medical/dental appointment	The pupil is absent with leave for the purpose of attending a medical or dental appointment
J1	Interview	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
S	Study leave	The pupil is absent with leave for the purpose of studying for a public examination
X	Not required to be in school	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend
C2	Part-time timetable	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend
D	Dual registered	The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil

C	Exceptional circumstances	The pupil is absent with leave for any other purpose
T	Parent travelling for occupational purposes	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent
R	Religious observance	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs
I	Illness (not medical or dental appointment)	The pupil is unable to attend because of sickness
Q	Lack of access arrangements	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13) of School Attendance (Pupil Registration) (England) Regulations 2024
Y1	Transport not available	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available
Y2	Widespread disruption to travel	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	The pupil is unable to attend because they are in criminal justice detention within paragraph (14) of School Attendance (Pupil Registration) (England) Regulations 2024
Y6	Public health guidance or law	The pupil's travel to or attendance at the school would be: (a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment
E	Suspended or excluded	The pupil is excluded from the school for any other reason
Y7	Any other unavoidable cause	The pupil is unable to attend because of any other unavoidable cause
G	Holiday not granted by the school	The pupil is absent without leave for the purpose of a holiday
N	Reason for absence not yet established	The circumstances of the pupil's absence have not yet been established
O	Absent in other or unknown circumstances	None of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b) of School Attendance (Pupil Registration) (England) Regulations 2024
U	Arrived in school after registration closed	If it is established under paragraph (7) that the pupil attended the school after the taking of the register ended but before the end of the session— (a) if the circumstances of their absence during the taking of the register are established as any of those listed in Table 2 or any row of Table 3 other than the final two rows, the code N is to be replaced with the appropriate code; (b) otherwise, the code N is to be replaced with the code U.

Appendix 2: Late Arrival and Late Collection policy

LATE ARRIVAL POLICY

Punctuality is a virtue that your child should possess, or actively work towards possessing. Being on time can be crucial when it comes to many aspects of personal and professional life and is a sign that one is organised and able to plan effectively.

In a professional set-up, if your child does not adhere to schedules and is unable to meet her deadlines, then hard work could end up meaning nothing. Pupils should take responsibility for their prompt arrival to school. We ask all parents and carers to support their child to arrive to school on time, help them hone their time management skills and establish effective routines at home so they feel organised.

Some benefits of having good time management include:

- being able to meet deadlines for work
- undergoing less stress and anxiety
- having enough time to do things with clarity
- having more time to do additional tasks
- increased productivity, especially with managing homework, revision and home responsibilities
- having good routines will help you make time to eat, sleep and relax well
- gaining a good reputation for having good time management skills We hope that we can encourage all pupils to arrive on time, every day.

If, however, pupils arrive late to school regularly, the following measures will be taken to discourage their late arrival. Please note that a child will be recorded as having arrived late if they enter the school building after 7.55am.

All Key Stages

Number of late arrivals in the academic year	Consequence	Person responsible
3	A written warning will be sent to parents via Class Dojo / Email and a letter to inform them of the school's concern regarding their child's poor punctuality	Attendance Officer <i>(send letters home)</i>
5	Primary: Lunchtime sanction Secondary: 25-minute after-school detention This will be carried out on the same day as the 5 th late arrival and for each subsequent late arrival	Admissions Officer / Lunch Time Supervisor / Detention Supervisor <i>(supervise during sanction)</i>
8	Parent meeting with a member of the Senior Leadership team / Attendance Office	Attendance Officer / SLT <i>(parent meeting)</i>
10	Pupil to be sanctioned appropriately which may include, but not restricted to, House Points deducted, non-participating in sports day / end of year trip	Attendance Officer to communicate this to Admin and SLT teams.
12	Pupil to be sanctioned appropriately which may include, but not restricted to, House Points deducted, non-participating in sports day / end of year trip	Attendance Officer to communicate this to Admin and SLT teams.
15	A final meeting will be arranged for the parent to attend and with the Head Teacher to outline the concerns and draw up a final agreement	Attendance Officer / Head Teacher <i>(arrange / attend parent meeting)</i>
18	Parents will be sent a letter to inform them of a permanent exclusion . The child will be taken off the school's register and the local authority will be notified accordingly.	Attendance Officer to communicate this to Admin and SLT teams.

LATE COLLECTION POLICY

The impact on a child of not being picked up from school on time can leave the child feeling anxious and can cause distress to the child. A late pick up also causes the staff members a delay at the end of the school day.

All parents/carers of children in the Primary department should arrived outside the school to collect their child before or at 4.20pm. Children who are not picked up by 4:30pm will be taken to the school office where they will be supervised by school support staff.

If a child is not picked up by 4.50pm without notice given by parents/carers, or if a child is regularly collected after 4.30pm, safeguarding processes will be initiated with immediate effect.

Appendix 3: Absence request form



ABSENCE REQUEST FORM

This form must be completed before the Head Teacher can consider your application for extended absence. You must complete all sections of this application and you may be asked to show your tickets or other proof of travel dates. A separate application must be completed for each child.

On receipt of the completed form, the Head Teacher will look at your child's previous attendance record, and exams or assessments that will be missed before making any decision. A copy of this form, showing the Head Teacher's decision will be sent to you.

Child's name:

.....

Year Group:

Date of Birth:

Do you have a child in JBA/JGA for whom you have also requested this leave of absence for? If yes, please provide details below:

.....

.....

First day of absence from school:	Date of return to school:
--	----------------------------------

I request absence for my above named child to accompany me on a visit to (full address of destination):

.....

.....

.....

Reason for visit: (The Head Teacher is unable to consider your request unless you provide a reason).

.....

.....

.....

.....

I will arrange for the following friend/relative to notify the school if there are any changes to my travel arrangements which may affect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

Name of friend/relative:	
Address:	
Contact Number:	

I understand that:

1. The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.
2. Jameah Academy's policy only allows absence to be authorised in **exceptional circumstances** such as a bereavement or serious urgent illness of a close family member.
3. The Head Teacher will not authorise more than one period of absence while my child is on roll at Jameah Academy.
4. All absences will be unauthorised, unless agreed by the Head Teacher **prior** to booking travel.

Name:			
Relationship to child:			
Contact number:			
Signature:		Date:	

Head Teacher's decision:

PERMISSION GRANTED

AUTHORISED from to (..... sessions)

PERMISSION NOT-GRANTED

UNAUTHORISED from to(..... sessions)

Any absences that occur within the unauthorised period of your request will result to your child's enrolment at the school to be placed under consideration. Therefore, you will have to **re-apply for the new academic year** and **will not** be automatically enrolled.

Previous extended absence in

Attendance for current year.....

Pupil in
KS2

Pupil in
KS3

Pupil in KS4

Comment:

Signed.....Head Teacher

Date:

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without prior approval of the school, your child may lose their place at the school.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holiday during school holidays.

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term- time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English and Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term time leave such as :</p> <ul style="list-style-type: none"> • Closeness to exams or tests • During GCSE, and other examination courses • During the first year at a new school • At the beginning of a new school term <p>If the school refuses a request for term- time leave and the child is still taken out of</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</p> <p>If a child is away from school for a total of four weeks or more, the school may have to remove the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Child, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that parents have booked a holiday before checking with the school, are not special reasons.</p>

<p>school, this will be recorded as unauthorised.</p>	
<p>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Genuine illness <input type="checkbox"/> Unavoidable medical/dental appointments (but try to make these out of school hours if possible) <input type="checkbox"/> Exceptional circumstances, such as bereavement <input type="checkbox"/> External examinations <input type="checkbox"/> Fardh Hajj (Compulsory Pilgrimage) 	<p>Other absence from school will not be authorised:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For any type of shopping <input type="checkbox"/> Looking after brothers, sisters or unwell parents <input type="checkbox"/> Minding the house <input type="checkbox"/> Resting after a late night <input type="checkbox"/> Relatives visiting or visiting relatives <input type="checkbox"/> Family weddings
<p>Please contact the Head Teacher if you wish to discuss this issue.</p> <p>We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.</p>	

Pupil has not returned on expected date:

Telephone call: 1			
Date:		Time:	
Call made by:		To:	
Result:			

Telephone call: 2			
Date:		Time:	
Call made by:		To:	
Result:			

Telephone call: 3			
Date:		Time:	
Call made by:		To:	
Result:			