



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

ATTENDANCE POLICY

Document Control

This policy has been approved for operation within:	Manchester Islamic Grammar School for Girls
Date of last review:	DECEMBER 2025
Date of next review:	DECEMBER 2027
Review period:	2 years
Policy status:	Statutory
Owner:	MIGSG

Attendance Team 2025/26

Role	Name	room	Email
Attendance Champion	Mrs Amina Suleiman	312	a.suleiman@migsg.miet.uk
Attendance officer	Mrs Faiza Khan	208	admin@migsg.miet.uk
Bromcom manager	Mrs Hilary Stear	402	h.stear@migsg.miet.uk

The School follows the Department for Education (DfE) regulations and guidance.
(working together to improve school attendance, August 2024).

The law entitles every child of compulsory school age to an efficient, full-time education suitable for their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure that their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The School is required by law to record absences and late arrivals on a student's annual report.

We expect our students to have an attendance percentage record of over 95%. Independent schools must notify the Local Education Authority if a student does not attend regularly.

The School will notify the appropriate local authority if:

- a student has a low attendance of 85% or below,
- or if she is absent continuously without the School's authorisation for ten or more school days

Parents are advised NOT to make non-emergency medical and dental appointments during school hours where possible.

Parents are advised to make holiday arrangements within the school holiday periods.

Appointment letters for specialist or hospital treatment should be shown to the Form Tutor in advance of the appointment.

All students are expected to stay on the school premises during break and lunchtimes.

Authorised absence procedures

Authorised absence is where the School has either given approval in advance for a student to be absent, or the school has accepted an explanation offered afterwards by parents as satisfactory justification. All other absences will be classified as unauthorised.

Acceptable reasons for absence are usually limited to illness or bereavement. Absences for interviews are authorised by the School only if advance notice is given and a letter of invitation shown.

It is the decision of the school as to whether an explanation for an absence is satisfactory or not.

Parents are asked to telephone the School Office **every morning of absence**, between 8am and 9am. A voicemail message can be left on the Attendance Officer's answer machine before this time if necessary. The attendance officer will try to contact you if we have not received a reason for the absence from you. If the attendance officer is unable to contact you by telephone, a text message and/or email will be sent to the parents requesting them to call the school immediately to explain their child's absence

Absence will remain unauthorised until a valid explanation provided by the parents has been accepted by the school.

If a student is absent for ten days or more, the parent must provide the health and safety coordinator with a medical certificate from the GP, or from the practitioner who is providing medical treatment. A risk assessment will be carried out for any student who returns after a prolonged period of absence.

If a student has been absent with an infectious illness that has to be notified to public health authorities, a parent should send in a medical certificate on her return. This should state the nature of the illness and certify freedom from infection. All cases of infectious illness in the home should be reported to the School immediately by telephone to allow school to make a decision on whether to inform other parents of the risk, should there be more than three cases in school.

If a student arrives in school after 9.00am, they will be recorded as absent for the morning session. The only common exceptions are travel disruption due to an accident or severe weather conditions.

If any parent has any concerns about attendance they can contact the school's Senior Attendance Champion (Head of Pastoral team) Mrs Suleiman via email a.suleiman@migsq.miet.uk or via the office by calling 01618812127.

For all other day-to-day queries related to attendance please contact the school Attendance Officer, Mrs Khan, by calling the office on 01618812127, choosing the absence line option to be put through directly or via email admin@migsq.miet.uk

For detailed support on attendance, Heads of Year are available:

Mr. Naeem (Head of year 7) a.naeem@migsq.miet.uk

Mrs. Campbell (Head of year 8) s.cambell@migsq.miet.uk

Mrs. Shafi (Head of year 9) m.shafi@migsq.miet.uk

Ms. Hockwart (Head of year 10) b.hockwart@migsq.miet.uk

Mrs. Malek (Head of year 11) s.malek@migsq.miet.uk

Mrs. Suleiman (Head of Pastoral – SLT) a.suleiman@migsq.miet.uk

[And safefurarding team](#)

Ms J. Kossar

Mrs Suleiman

Mr Jacob

Leave of absence for holidays

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance for absence. Leave of absence should not be granted for a student to take part in a protest activity during school hours.

The School does not normally authorise absence in term-time and strongly discourages parents from making such requests. Each request for term-time absence will be considered on an individual basis, and will normally only be granted if exceptional circumstances apply. Parents should be aware of the following possible restrictions:

Leave of absence will not normally be authorised:

- if the student's attendance is low.
- at any time for students in Years 10 and 11.
- for any students during the school examination period, dates of which are shown in the school calendar issued in September.
- in Year 10 during Work Experience week.

Parents must adhere to the procedure outlined below when submitting requests for leave of absence:

- Requests for leave of absence will only be considered on receipt of a completed holiday request form, which can be obtained from the school office. This must include precise details of the reason for the request, and why it would be impossible for the absence to take place during the normal school holiday periods.
- Requests must be received by the Acting Head Teacher before any bookings are made, and at least two weeks (during term time) before the absence. Absence will always be classified as unauthorised if the holiday has not been agreed in advance.
All unauthorised absence will incur a daily fine of £50 per day per student. Students will not be allowed back in school until this money is paid in full.

In case of a flight delay or cancellation, parents must provide valid evidence of this on the first day of their daughter returning to school.

The school cannot give retrospective approval for a leave of absence. If the parents did not apply for the leave of absence in advance, the absence will be recorded as unauthorised.

If a student fails to return to school on the agreed date following leave of absence, the school reserves the right to remove her name from the register. All absences over the number of days requested will be classed as unauthorised.

Unauthorised absence

The School is bound by DfE regulations. The DfE regards all absence which has not been authorised by the school as truancy.

Absence is classified as unauthorised in the following cases:-

- The school is not satisfied with the explanation given for the absence
- If the student does not bring a written explanation of absence from a parent
- If the student misses a lesson without the permission of the teacher
- If a student takes leave of absence without obtaining prior written permission. This may be due to the request being declined or due to failure to follow the school's procedures for submitting a request for leave of absence
- If a student fails to return to school on the agreed date following an authorised leave of absence – including unauthorised extension of authorised holidays.

Where absence is recorded as unexplained in the attendance register (**N**), the N code would be changed to an **O** code if the absence cannot be established within 5 working days.

Unauthorised absence is noted in a student's individual school record and may affect sixth form applications.

Lesson attendance can be monitored to identify patterns of absence within the school day to deal with any students who are on site but not attending lessons for whatever reason.

PUNCTUALITY

Punctuality is regarded by the school as an important indicator that a student is learning self-discipline and good time management. It also ensures a calm and orderly start to the school day. We are frequently asked to comment on punctuality for employment, further education and higher education references. Students must make every effort to avoid lateness.

Morning Registration

The first registration takes place at 8.45am. Once registration starts students are classed as late and will be given a 15-minute detention after school on the same day. Late students are registered by Attendance Officer at the students' entrance up to 9am. Arrival after the close of the register is classed as absence by the DfE.

If a student arrives after 9am, she should sign the “Late Book” at Reception and proceed quickly to her lesson. Parents must call in advance to explain the lateness. Students who are regularly late will be dealt with as follows:

- On each occasion they are late they will be given a 15 minute after school detention on the same day.
- Attendance Officer will provide a weekly report of punctuality to the HOY and SLT who will be alert to patterns of late arrival and take the appropriate action to address it. For example, parents of students who are persistently late will be contacted (by HOY) to discuss the reasons for their daughter’s lack of punctuality and to set appropriate targets.

All registers, morning, afternoon and lesson registers are taken using the MIS system Bromcom using the codes shown below:

Register codes for BROMCOM

Code	Description
/\	Present
B	Attending any other approved educational activity – reason must be noted
C	Leave of absence for exceptional circumstance (school's discretion)
C2	Leave of absence for student subject to a part-time timetable
D	Dual registered at another school
E	Suspended or permanently excluded
G	Holiday not granted by school
H	Annual family holiday (agreed)
I	Illness (not medical or dental appointment)
J1	Interview for employment or admission to another educational institution
K	Attending education provision arranged by the local authority
L	Late arrival (before reg closed)
M	Medical /Dental appointment
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
P	Participating in an approved sporting activity
Q	Lack of access arrangements
R	Religious observance
S	Study leave for a public examination
T	Parent travelling for occupational purposes
U	Late (after reg closed)
V	Attending an educational visit or trip
W	Attending work experience
X	Non-compulsory school age absence
Y2	Widespread disruption to travel
Y3	Partial school closure
Y4	Whole school unexpected closure (e.g. due to adverse weather)
Y6	In accordance with public health guidance or law (e.g. to limit spread of disease)
Y7	Other unavoidable cause – must affect the student and not the parent
–	All should attend/ No mark recorded
Z	Prospective student not on admission register
#	Planned whole school closure (e.g. school holidays)

PROCEDURE FOR MONITORING ATTENDANCE

a) First day contact

The purpose of first-contact is to:

- Provide a way in which parents can let the school know that a student is unable to come to school, the reasons for this and the expected date of return
- Enable the school to contact parent/carer to notify them that their daughter/ ward has not arrived in school

The Attendance Officer will be responsible for contacting parents on the first day of absence.

- Registers to be checked at 9.30am and students who are first day absent are identified.
- The Attendance Officer will contact parents by phone to query the absence (ensure correct phone/ mobile number is used). If contact is not possible then a text message and/or email will be sent to the parents requesting them to call the school immediately to explain their daughter's absence.
- Records of all absence contacts made to parents must be kept
- A note is made for reason of absence on BROMCOM (denoted by a little red triangle next to the register mark for that day)
- A student will have their absence authorised once contact has been made with parent and suitable acceptable reason for absence has been given.

b) Following up absences

- Parents must send a written note to explain their daughter's absences on the first day she returns back to school even if they had phoned the school.
- If the student is absent for **two consecutive days** and the office has failed to contact parents, then on the third day of absence the Attendance Officer must inform the HOY, and send a letter by email to parents urging them to notify the school of the reason for their daughter's absence. This will be followed with a t2p text message notifying parents of the email.
- Within three school days of the date of the letter, if the parents have still not contacted the school, the Attendance Officer must inform the HOY and the Acting Headteacher, and may contact the DfE (attendance section) to seek advice.
- Attendance Officer to check form registers on a weekly basis and act immediately upon any unjustified cause for concern absence. This information must be passed to HOY.
- Attendance Officer must ensure that form tutors are using the correct code and that registers are fully completed.
- Attendance Officer reports directly to HOY any issues of absence that have not been corrected within 1 week of a student returning to school.
- Attendance Officer reports to HOY and Acting Headteacher if the absences are still not followed up after 1 week
- Attendance Officer reports persistent punctuality to HOY so that it can be followed up
- Attendance Officer reports all attendance summaries to SLT and Pastoral Team at the end of each week so that any students of concern can be identified and dealt with

- Attendance posters are provided on a weekly basis to form tutors to help encourage students to improve attendance for their tutor group – this provides weekly attendance totals and cumulative totals for the academic year.
- Outstanding attendance is celebrated termly with students receiving certificates for 100% attendance in an award ceremony.

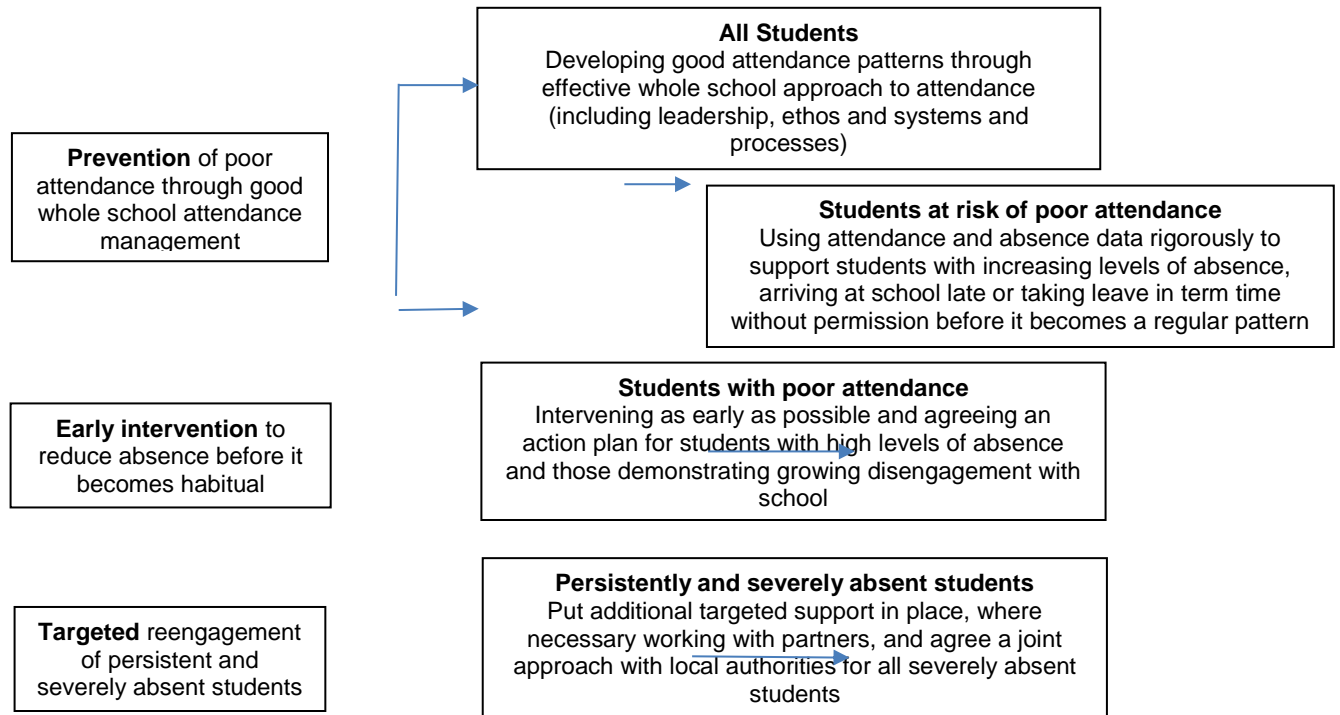
c) Actions to be taken for students whose attendance is a cause for concern

- Absence on a certain day is repeated on a regular basis, Attendance Officer or FT to inform HOY who will contact parents to discuss their concern.
- Too many absences on a certain day due to medical appointments
- Students who fail to return to school at the end of an authorised leave of absence
- Students who go on holiday without gaining school permission:
 - recorded as 'G' in registers
 - Parents are contacted by Head of Year and fine imposed
- Students who regularly attend school after registration is closed: students/parents should be reminded that punctuality is important and that attending once registration has been completed is marked as an unauthorised absence 'U' – students/parents reminded that this can affect their daughter's sixth form applications.
- If a student's attendance falls below 90% the parents are contacted by the HOY and to discuss the matter.
- If a student's attendance remains a concern once the parents have been contacted, the parents may be asked to withdraw their daughter from the school. This is at the Acting Headteacher's discretion.

d) Reasonable enquiries to locate a suspected child missing education

- Where a student has not returned from a period of leave or has a continuous period of absence, the school and the School LA may need to carry out joint reasonable enquiries under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 to try to find out where the student is
- In conducting these enquiries, the school and the School LA are also expected to liaise with the Home LA, and if, following those enquiries, the student's name is deleted from the school's register, the Home LA should investigate whether the child is a Child Missing Education – Form DKN2 should be completed and emailed to CME department of Local authority.

EFFECTIVE SCHOOL ATTENDANCE IMPROVEMENT AND MANAGEMENT



CONTENTS OF THE ADMISSION REGISTER ('the school roll')

The school admission register, sometimes known as 'the school roll' must be kept in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and must be stored electronically. Students are entered onto the admission register on the first day that the school and the person with control of the student's attendance have agreed that they will attend the school.

The following information is also recorded on the school's admission register as per the regulations:

- Full name;
- Name the student uses at school;
- Sex;
- Address;
- The full name and address of each of the student's parents;
- Which of the student's parents, if any, the student normally lives with and at least one telephone number by which each such parent can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of the student's starting day at the school;
- Name and address of the last school the student attended, if any.

The admission register is kept up to date by the attendance officer. Parents are encouraged to inform the school of any changes whenever they occur and must ensure the admission register is amended as soon as possible.

The only reasons why a student's name shall be deleted from the admission register are:

- The student has been registered at another school;
- The student is also registered at one or more other schools and the other schools have agreed the deletion;
- The parent of a student has notified the school in writing that the student will be leaving the school to be educated otherwise than at a school;
- The student no longer normally lives a reasonable distance from the school;
- The student has not returned following a leave of absence;
- The student has been continually absent from school for 20 school days;
- The student is detained under a sentence of detention;
- The student has died;
- The student will be over compulsory school age;
- The student has ceased to be a student at an independent school
- The student has been permanently excluded from the school

A student must be deleted from both the attendance register and the admissions register at the same time.

