



Dar ul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam, make a positive contribution to the community and are champions of their faith.

Dar-ul Madinah Attendance Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Dar Ul Madinah Primary School.

Date of last review:	January 2026
Date of next review:	January 2027
Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

1. Policy Statement

Dar ul Madinah aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

The aims of this policy are to develop and maintain a whole school culture that promotes the benefits of good attendance, to ensure, so far as possible, that every pupil in Dar ul Madinah is able to benefit from and make their full contribution to the life of Dar ul Madinah. To prioritise and where possible improve attendance and punctuality across Dar ul Madinah. To reduce absence and set out the school's approach to the management of absence / non-attendance. To recognise the links between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole school approach to safeguarding and to help to promote a whole school culture of safety, equality and protection.

Dar ul Madinah is committed to ensuring that all pupils benefit from regular school attendance and high levels of punctuality.

As an independent school, Dar ul Madinah voluntarily aligns its attendance procedures with Department for Education (DfE) guidance, safeguarding legislation, and best practice.

2. Legal and Regulatory Framework

Although Dar ul Madinah is an independent school, it aligns its attendance arrangements with statutory guidance and best practice, including:

- Education Act 1996
- Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (latest edition)
- Working Together to Safeguard Children
- DfE School Attendance Guidance (as good practice)

The school maintains accurate attendance registers in line with independent school standards.

3. School Day and Registration

The school day is structured to ensure a calm and purposeful start to learning.

- School doors open: 8:20am
- Registration & Zikr begins: 8:30am
- Registers close: 8:45am

Parents are responsible for ensuring pupils arrive on time and ready to learn.

4. Attendance Registers and Marking

Dar ul Madinah maintains formal attendance registers that clearly distinguish between pupils who are on site and those who are absent from site. This distinction supports safeguarding, fire safety, and accurate monitoring.

Registers clearly identify whether pupils have:

- Arrived between 8:20am and 8:30am
Recorded as present on time
- Arrived between 8:30am and 8:45am
Recorded as Late before register closes
- Arrived after 8:45am
Recorded as late after register closes
Treated as an unauthorised absence for that session if no authorised reason provided
- Not arrived
Recorded as absent
Authorised or unauthorised depending on contact with parents and the reason provided

4.1 Absence Marking

- Pupils who are not present in school are recorded as absent.
- Absence is marked as unauthorised unless a valid reason has been accepted.

A separate absence code is used to clearly show whether a child:

- Was late but on site, or
- Was absent from site entirely

5. Authorised and Unauthorised Absence

5.1 Authorised Absence

Absence may be authorised at the discretion of the school for:

- Illness (where the school is satisfied it is genuine)
- Medical or dental appointments (where possible, outside school hours)
- Religious observance
- Agreed Holiday (Head teacher's discretion. All planned absences in term-time must be requested using the Holiday Request Form.)
- Exceptional circumstances (Head teacher's discretion)

Evidence may be requested where absence is frequent or prolonged.

5.2 Unauthorised Absence

Unauthorised absence includes:

- Arrival after registers close (after 8:45am)
- Absence without notification
- Absence for unacceptable reasons
- Term-time holidays (unless exceptional circumstances apply, all planned absences in term-time must be requested using the Holiday Request Form.)

Dar ul Madinah does not encourage term-time holidays and will normally record these as unauthorised.

6. Parental Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to 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.

This means pupils must attend every day that Dar ul Madinah 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 Dar ul Madinah.

Dar ul Madinah will help Parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development and provide clarity on the short and long term consequences of poor attendance.

Parents and carers are expected to:

- Make any application for an authorised leave of absence at the earliest opportunity
- Notify Dar ul Madinah of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this
- Cooperate with Dar ul Madinah to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.
- Notify the school on the first day of absence and maintain daily contact if absence continues
- Provide evidence where requested
- Avoid appointments and travel during school hours where possible

Failure to communicate may result in safeguarding follow-up.

7. Follow-Up Procedures for Absence

Attendance is a key safeguarding priority, and the school will take prompt action to establish a pupil's whereabouts and wellbeing.

7.1 First-Day Absence

- Parents must notify the school by 9:00am on the first day of absence.
- If no notification is received, the school will:
 - Telephone parents/carers using all available contact numbers
 - Message via Class Dojo
 - Record all contact attempts and outcomes

7.2 Continued Absence

- Parents must make daily contact unless otherwise agreed.
- Absence of three or more consecutive days may be escalated to senior staff.
- Additional information or evidence may be requested.

7.3 Unexplained Absence

Where absence remains unexplained:

- Further contact attempts will be made via all methods available
- Emergency contacts may be used
- Absence remains unauthorised until satisfactorily explained

Persistent lack of contact will trigger safeguarding procedures.

7.4 Vulnerable Pupils

For vulnerable pupils (including SEND or medical needs):

- Absence is followed up as a priority
- Concerns may be escalated sooner to the DSL
- External agencies may be contacted where appropriate

7.5 Patterns and Persistent Absence

Where patterns of absence or lateness are identified:

- Parents will be invited to an attendance meeting
- Barriers to attendance will be discussed
- Supportive strategies and expectations will be agreed
- Attendance will be monitored closely thereafter

7.6 Safeguarding Escalation

Poor attendance may indicate wider safeguarding concerns. The Designated Safeguarding Lead reviews cases where attendance causes concern and determines whether external support or referrals are required.

Where attendance concerns indicate potential safeguarding risk:

- The DSL will review the case
- Referrals will be made in line with safeguarding guidance
- All actions will be recorded securely

8. Monitoring Attendance

Dar ul Madinah adopts a proactive and systematic approach to monitoring attendance and punctuality. Attendance below 95%, persistent lateness, or emerging patterns are flagged for intervention. The school adopts an early-help approach, working with families to improve attendance before concerns escalate.

Dar ul Madinah will undertake regular data analysis to identify and provide additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. Such analysis may include:

- Monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families
- Using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead)
- Undertaking frequent individual level analysis to identify pupils who need support and focus staff efforts on developing targeting actions for those cases
- Conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends
- Benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Monitoring the impact of school-wide attendance efforts, including any specific strategies implemented
- Providing data and reports to the Proprietor to support its work.

8.1 Daily Monitoring

- Attendance registers are checked daily
- Unexplained absences and late arrivals are identified promptly
- Immediate follow-up is initiated where required

8.2 Weekly and Half-Termly Monitoring

- Attendance data is reviewed weekly by senior staff
- Patterns of concern (e.g. repeated lateness, frequent absences, post-holiday absence) are identified
- Pupils approaching concern thresholds are flagged for monitoring

8.3 Attendance Thresholds

While recognising individual circumstances, the school monitors:

- Attendance below 95% as an early indicator of concern
- Persistent lateness as a barrier to learning and an indicator of concern
- Repeated unauthorised absence as a safeguarding risk

These thresholds are used to trigger support, not automatic sanction. Persistent absence may lead to the following

- Attendance meetings with senior staff
- Attendance/punctuality contract
- Additional intervention classes for students at a cost to parent
- Referral to early help team
- Opening of a Common Assessment Framework (CAF)
- Referral to the Multi Agency Safeguarding Hub (MASH)

8.4 Leadership Oversight

- Attendance trends are reviewed by the Headteacher and Senior Leadership Team
- Vulnerable pupils' attendance is monitored more closely
- Attendance forms part of safeguarding reviews and pupil progress discussions

8.5 Record Keeping and Reporting

- Accurate attendance records are maintained at all times
- Communication with parents is logged
- Attendance data may be shared internally to inform:
 - Safeguarding decisions
 - Pastoral support
 - Strategic planning

9. School Responsibilities

Dar ul Madinah acknowledges that attendance is the essential foundation to securing positive outcomes for all pupils and that everyone has a responsibility to take proactive steps to manage and improve attendance across Dar ul Madinah community.

Dar ul Madinah will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and Parents.

Where there are challenges to attendance, Dar ul Madinah will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.

Dar ul Madinah will respond to non-attendance and / or lateness proactively, firmly, consistently and with care, with appropriate reference to this policy, its safeguarding and behaviour policies and Dar ul Madinah's terms and conditions.

It will act in a proportionate and targeted way in response to data or intelligence and ensure intervention is regularly reviewed.

Dar ul Madinah will have robust systems in place to track and record attendance, reasons for absence and patterns at an individual level and by cohorts or groups in order to identify pupils at risk of non-attendance and those who are persistently absent and it will monitor and analyse this data regularly to facilitate early intervention to address issues.

10. Information sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to government guidance on attendance, safeguarding and children missing education.

- Dar ul Madinah, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).
- Where appropriate Dar ul Madinah will attend regular targeting support meetings.
- Dar ul Madinah is legally required to share information from the registers with the local authority. As a minimum this includes, new pupil and deletion returns, attendance returns and sickness returns.
- School will consider patterns and trends in a child's absence and their personal circumstances, and from this, make a professional judgement when deciding if the child's absence should be considered as prolonged. Any concerns will be referred to BwD Social Care and/or a Police Welfare Check will be requested.
- The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of Dar ul Madinah's registers.
- Dar ul Madinah must provide specific pupil information on request to the Secretary of State. Dar ul Madinah meets this requirement by having an electronic register containing the required information that can be shared with the DfE. Dar ul Madinah also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.
- Where appropriate, Dar ul Madinah is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

11. Record keeping and confidentiality

- Records created in accordance with this policy are managed in accordance with Dar ul Madinah's policies that apply to the retention and destruction of records.
- The information created in connection with this policy may contain personal data. Dar ul Madinah's use of this personal data will be in accordance with data protection law.