

### **Why is Good Attendance Important?**

Good attendance maximises your child's educational opportunities and helps them achieve their full potential. This in turn, improves their chances and choices in adult life.

Regular attendance and punctuality prepares your child for the world of work, where good attendance and punctuality is required.

Regular attendance at school improves your child's social skills and supports development of friendships and relationships.

### **What is Good Attendance?**

Our attendance target is 97% attendance, although we strive for 100% attendance for all students. Any student with attendance below 97% is a concern.

The Government considers that any student with attendance of 90% and below is a Persistent Absentee.

We will work hard to reduce the number of students who are Persistent Absentees, in order to maximise educational opportunities for all students.

For a student to reach the target of 95%, they should have no more than 7 ½ days' absence in a whole school year.

### **Reporting an Absence**

Telephone: 01274 773350 (you can leave a message 24 hours a day)

Email: [office@iqra.bradford.sch.uk](mailto:office@iqra.bradford.sch.uk)

Please let us know your child's name, year group, the date of the absence, the reason for absence, and, if you can, the expected date of return.

If you wish to discuss your child's absence, please ask us to return your call.

### **Useful Links**

<http://www.iqraprimary.co.uk>  
[www.gov.uk/school-attendance-absence](http://www.gov.uk/school-attendance-absence)  
<http://bso.bradford.gov.uk/>  
[www.bbc.co.uk/schools/parents/school\\_attendance](http://www.bbc.co.uk/schools/parents/school_attendance)

### **Contact Us**

IQRA Academy  
Drummond Road  
Bradford  
West Yorkshire

Tel: 01274 773350  
Email: [office@iqra.bradford.sch.uk](mailto:office@iqra.bradford.sch.uk)



## **School Attendance**

### **A Guide for Parents / Carers**

## Parents' Responsibility

As a parent, you have a legal responsibility to ensure your child is educated.

You must ensure that your child attends the school at which they are registered until the last Friday in June in the school year in which they reach the age of 16.

The Local Authority has a duty to ensure all parents fulfil their responsibility.

## What can Parents/Carers do?

- Take an interest in your child's school work and talk to your child about school.
- Be positive about school, even if there are problems. Your child will not want to attend if they think you aren't happy. Contact us as soon as possible to discuss any problems so that we can support you to resolve them.
- Ensure your child attends every day unless they are too ill to do so. Keeping your child off when it is avoidable gives them the message that school is not important.

## Registers and Absence

The register is taken twice a day and shows whether your child is present or absent. All absences will be followed up, including messages sent home to parents of absent students. It is vital your child follows IQRA Academies procedures to get their registration mark if they are present.

Absences are either authorised or unauthorised. The law is clear that schools, not parents, authorise absences. You should contact Mr Lewis the Attendance Manager to ask permission for an absence or to explain why your child is unable to attend. If you don't get permission and keep your child off school, you will be breaking the law and maybe fined or taken to court.

## What to do if your Child doesn't want to go to School

**Don't ignore it** - You will need to find out why and act accordingly:

**Problems with learning** - This may not always be obvious. Talk to your child and contact the school to discuss your concerns.

**Problems at home** - Bereavement, divorce, illness, housing problems, debt, stress and domestic violence will all affect your child. Contact us about pastoral support for your child.

**Bullying** - This is a common reason for children refusing to go to school and is a worry for parents. Contact us as soon as possible so we can help.

**Illness/mental health** - Any health problem that keeps your child away from school regularly should be investigated. Contact us as soon as possible to discuss how we can help. You may also need to contact your GP and/or seek specialist help.

## What can IQRA Academy Do?

It is important that you let us know about any problems as soon as possible so that we can support your child to improve.

Key worker support – Your child's Key worker can support with particular difficulties; help can be offered

Pastoral support - Extra help for your child at times of crisis/stress/support; counselling. Support for parents/carers - Support for you to help with your child's difficulties; links with outside agencies/services who may be able to help.

## What if Attendance doesn't improve?

If your child's attendance doesn't improve despite support from the Academy, you will be seen to be failing in your responsibility to ensure regular attendance at school.

Iqra Academy can use a Fast-Track to attendance process which could mean you are issued with a Penalty Notice (PN) if your child's attendance doesn't improve. PNs can also be issued for truancy, unauthorised leave of absence during term time and excessive unauthorised absence/poor punctuality.

The Local Authority can take parents to the Magistrates Court where they can be prosecuted. Parents found guilty can be fined up to £2,500 or imprisoned for up to 3 months. Education Supervision Orders and Parenting Orders can also be made by the LA or the Courts.