

Student Attendance Policy

Responsible Personnel	<ul style="list-style-type: none"> — Trustees (Guidance & Review) — Headteacher (Implementation) — Attendance Officer
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Key Darul Uloom contacts

Senior Attendance officer		
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Other Key Staff		
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1 **Aims**

- 1.1 This is the attendance policy of Darul Uloom Dawatul Imaan.
- 1.2 The Darul Uloom aspires to high levels of attendance from all pupils. Good attendance is essential for all pupils to get the most out of their Darul Uloom experience, including their attainment, well-being and wider life chances.
- 1.3 The aims of this policy are as follows:
 - 1.3.1 to develop and maintain a whole Darul Uloom culture that promotes the benefits of good attendance;
 - 1.3.2 to ensure, so far as possible, that every pupil in the Darul Uloom is able to benefit from and make their full contribution to the life of the Darul Uloom ;
 - 1.3.3 to prioritise and where possible improve attendance and punctuality across the Darul Uloom , reduce absence and set out the Darul Uloom 's approach to the management of absence / non-attendance;
 - 1.3.4 to recognise the linkages between attendance / absence and pupil wellbeing, specifically ensuring a consistent whole Darul Uloom approach to safeguarding;
 - 1.3.5 to help to promote a whole Darul Uloom culture of safety, equality and protection.

2 **Scope and application**

- 2.1 This policy applies to the whole Darul Uloom
- 2.2 This policy is designed to address the specific statutory obligations on the Darul Uloom to record attendance and absence.

3 **Regulatory framework**

- 3.1 This policy has been prepared to meet the Darul Uloom 's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 National minimum standards for boarding schools (Department for Education (**DfE**), September 2022);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Children Act 1989;
 - 3.1.5 *Childcare Act 2006*;
 - 3.1.6 The School Attendance (Pupil Registration) (England) Regulations 2024;

- 3.1.7 Equality Act 2010; and
- 3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation (**UK GDPR**)

3.2 This policy has regard to the following guidance and advice:

- 3.2.1 Working together to improve School attendance (DfE, applies from 19 August 2024);
- 3.2.2 Summary table of responsibilities for School attendance (DfE, applies from 19 August 2024);
- 3.2.3 Toolkit for Darul schools: communicating with families to support attendance (DfE, September 2023);
- 3.2.4 Guidance for parents on school attendance (Office of the Children's Commissioner, September 2023);
- 3.2.5 'Is my child too ill for School (NHS, April 2024);
- 3.2.6 Keeping children safe in education (DfE, September 2024);
- 3.2.7 Children missing education (DfE, August 2024);
- 3.2.8 Supporting pupils with medical conditions at School (DfE, August 2017);
- 3.2.9 Behaviour in Schools: advice for headteachers and School staff (DfE, February 2024);
- 3.2.10 Mental health and behaviour in Darul Uloom s (DfE, November 2018);
- 3.2.11 Mental health issues affecting a pupil's attendance: guidance for Schools (DfE, February 2023);
- 3.2.12 Support for pupils where a mental health issue is affecting attendance (DfE, February 2023);
- 3.2.13 Remote education guidance (DfE, updated August 2024); and
- 3.2.14 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

3.3 The following Darul Uloom policies, procedures and resource materials are relevant to this policy:

- 3.3.1 Safeguarding and child protection policy and procedures;
- 3.3.2 Risk assessment policy for pupil welfare;
- 3.3.3 Missing child policy and procedures
- 3.3.4 Policy on special educational needs and learning difficulties;
- 3.3.5 Disability policy;
- 3.3.6 Behaviour policy.

4 Publication and availability

- 4.1 *This policy is published on the Darul Uloom website.*
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the office during the Darul Uloom day.
- 4.4 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 references to **attendance** include references to attendance for all or part of the timetabled Darul Uloom day.

5.1.2 references to the **Proprietor** are references to the board of Trustees.

5.1.3 references to a **Parent** means:

(a) all natural parents, whether they are married or not;

(b) any person who has parental responsibility for a pupil; and

(c) any person who has day to day responsibility for a pupil (i.e. lives with and looks after a pupil).

5.1.4 References to a **pupil** includes anyone who is receiving an education at the Darul Uloom except a person who is 19 or over for whom further education is being provided, or a person for whom part-time education suitable for people over compulsory Darul Uloom age is being provided.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 The Proprietor recognises that improving attendance is a Darul Uloom leadership issue and has appointed a designated senior leader to have overall responsibility for championing and improving attendance in Darul Uloom, referred to in this policy as the Attendance officer

6.3 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Headteacher	As required, and at least termly
Monitoring the implementation of the policy	Headteacher/Attendance officer	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the Darul Uloom 's processes under the policy	Attendance officer	As required, and at least annually
Formal annual review	Proprietor	Annually

7 The importance of good attendance

7.1 The Darul Uloom recognises the importance of developing good patterns of attendance from the outset. This is an integral part of the Darul Uloom 's ethos and culture. In building a culture of good Darul Uloom attendance it recognises:

- 7.1.1 the importance of good attendance, alongside good behaviour, as a central part of the Darul Uloom 's vision, values, ethos, and day to day life;
- 7.1.2 the interplay between attendance and wider Darul Uloom improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions and / or disabilities, mental health issues, safeguarding wellbeing, and support for disadvantaged pupils;
- 7.1.3 the importance of setting high expectations for the attendance and punctuality of all pupils and communicating these regularly and effectively to pupils and parents;
- 7.1.4 that attendance is never "solved" and is a continuous process requiring revision and updating of messages, processes and strategies; and
- 7.1.5 children missing education can act as a vital warning sign to a range of safeguarding issues, including neglect, sexual abuse and child sexual and criminal exploitation.

8 Darul Uloom responsibilities

- 8.1 The Darul Uloom 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 the Darul Uloom community.
- 8.2 The Darul Uloom will consistently promote the benefits of good attendance, setting high expectations for every pupil and consistently communicating those expectations to pupils and parents.
- 8.3 Where there are challenges to attendance, the Darul Uloom will work effectively and respectfully with pupils, their families and, where appropriate, local authorities to address them.
- 8.4 The Darul Uloom 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 the Darul Uloom '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.
- 8.5 The Darul Uloom 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.
- 8.6 The Darul Uloom will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence. These registers must be kept electronically.
- 8.7 Contact details of relevant staff can be found at the front of the policy and other details about the Darul Uloom 's arrangements can be found in Appendices 1-3

9 Staff responsibilities

The Attendance Officer

- 9.1 The Proprietor has appointed a senior member of staff of the Darul Uloom 's leadership team to have overall responsibility for championing and improving attendance in Darul Uloom . Details of the individual appointed are at the front of this policy and are widely publicised within Darul Uloom .
 - 9.1.1 The AO's responsibilities are:
 - (a) to set a clear vision for improving attendance in Darul Uloom ;

- (b) to establish and maintain effective systems for tackling absence and make sure the systems are followed by all staff;
- (c) to regularly monitor and evaluate progress, including the efficiency of the Darul Uloom 's strategies and processes;
- (d) to have oversight of and analyse attendance data; and
- (e) to communicate clear messages on the importance of attendance to pupils and parents.

9.2 **Staff with specific responsibilities for attendance:**

The staff identified at the front of this policy have day to day responsibility for monitoring and promoting good attendance and punctuality. They should:

- 9.2.1 have a formal routine for registers being taken accurately each morning and afternoon;
- 9.2.2 seek explanations of absences required from pupils and parents on their return to Darul Uloom ;
- 9.2.3 make enquiries about unexplained absences, including those within the Darul Uloom day, and follow up with pupil to ensure that an explanation has been formally given to the Darul Uloom ;
- 9.2.4 look out for trends or patterns in a pupil's attendance and inform the AO of any specific concerns;
- 9.2.5 deal with lateness to lessons consistently and promptly;
- 9.2.6 consider appropriate sanctions for pupils who arrive late to a lesson in line with the Darul Uloom 's behaviour and discipline policies; and
- 9.2.7 discuss non-attendance and / or lateness with pupils and parents (where possible) and emphasise the importance of punctuality and attendance.

9.3 **All staff**

- 9.4 The Darul Uloom ensures that all teaching and non-teaching staff know the importance of good attendance and are consistent in their communication with pupils and parents about it.
- 9.5 The Darul Uloom provides appropriate training and professional development for staff consistent with their roles and responsibilities.

10 **Monitoring attendance**

- 10.1 The Darul Uloom 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 Darul Uloom and develop strategies to address them. Such analysis may include:
 - 10.1.1 monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
 - 10.1.2 conducting thorough analysis of half-termly, termly, and full year data to identify patterns and trends;
 - 10.1.3 benchmarking attendance data at whole Darul Uloom , year group and cohort level to identify areas of focus for improvement;
 - 10.1.4 devising specific strategies to address areas of poor attendance identified through data;

10.1.5 monitoring the impact of Darul Uloom -wide attendance efforts, including any specific strategies implemented; and

10.1.6 providing data and reports to the Proprietor to support its work.

11 Pupil responsibilities

11.1 Darul Uloom attendance is important to pupil attainment, wellbeing and development. The Darul Uloom therefore has high expectations of pupils as to their attendance and has systems in place to reward good attendance and manage poor attendance.

11.2 Pupils should be aware that:

11.2.1 they are expected to be present in-person for the duration of each Darul Uloom day;

11.2.2 they are expected to arrive on time and attend all timetabled lessons;

11.2.3 they should not leave a lesson or the Darul Uloom site without permission or otherwise in accordance with Darul Uloom rules;

11.2.4 they should engage with the Darul Uloom 's arrangements for recording and managing attendance as set out in this policy;

11.2.5 any unexplained absence will be followed up;

11.2.6 persistent lateness or non-attendance will result in action being taken by the Darul Uloom . This may take the form of:

(a) offers of support to seek to identify and address any barriers to attendance;

(b) communication with parents;

(c) reporting to other agencies such as children's social care; and

(d) sanctions against them or their parents in line with the Darul Uloom 's behaviour policies.

11.2.7 If pupils are having difficulties that might discourage or prevent them from attending Darul Uloom or specific lessons regularly, they may speak to any member of staff, although the Darul Uloom encourages them to speak to those staff identified in front of the policy in the first instance. Pupils are entitled to expect this information to be managed sensitively.

12 Additional needs

12.1 The Darul Uloom recognises some pupils may find it harder than others to attend Darul Uloom , and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

12.2 The Darul Uloom will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to Darul Uloom attendance.

12.3 It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g. ensuring the provision outlined in a pupil's education, health and care plan is accessed.

12.4 Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance.

- 12.5 Where barriers are outside of the Darul Uloom 's control, the Darul Uloom will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.
- 12.6 The Darul Uloom will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive Darul Uloom days or more for illness or the pupil's total number of Darul Uloom days missed during the current Darul Uloom year because of illness (whether consecutive or cumulative) will reach or exceed 15 Darul Uloom days.

13 **Parent / carer responsibilities**

- 13.1 The law entitles every child of compulsory Darul Uloom 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.
- 13.2 This means pupils must attend every day that the Darul Uloom 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 Darul Uloom .
- 13.3 The Darul Uloom 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.
- 13.4 Expectations the Darul Uloom places on parents can be found in Appendix 1 of this policy.
- 13.5 Parents are bound by the terms relating to conduct and attendance in the parent agreement and failure to ensure a child's attendance or engage with the Darul Uloom about it could amount to a breach of agreement or a finding that the parent is treating the Darul Uloom unreasonably.

14 **Training**

- 14.1 **Staff:** The Darul Uloom ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:
 - 14.1.1 the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
 - 14.1.2 the Darul Uloom 's strategies and procedures for tracking, following up and improving attendance.
- 14.2 Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or family support staff and senior leaders. This should include:
 - 14.2.1 the law and requirements of schools including on the keeping of registers;
 - 14.2.2 the process for working with other partners to provide more intensive support to pupils who need it;
 - 14.2.3 the necessary skills to interpret and analyse attendance data; and
 - 14.2.4 any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.
- 14.3 The Darul Uloom maintains written records of all staff training.

15 **Information sharing**

- 15.1 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.
- 15.2 The Darul Uloom , 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).
- 15.3 Where appropriate the Darul Uloom will attend regular targeting support meetings.
- 15.4 The Darul Uloom is legally required to share information from the registers with the local authority. As a minimum this includes:
 - 15.4.1 New pupil and deletion returns;
 - 15.4.2 Attendance returns;
 - 15.4.3 Sickness returns.
- 15.5 The law allows local authority officers access to the attendance and admission registers of all types of Darul Uloom s to carry out their functions under the Education Acts to support joint working between Darul Uloom s and local authorities. These officers are also permitted to take digital or physical extracts of the Darul Uloom 's registers.
- 15.6 The Darul Uloom must provide specific pupil information on request to the Secretary of State.
- 15.7 Where appropriate, the Darul Uloom is expected to inform a pupil's social worker and/or youth offending team worker if there are unexplained absences.

16 **Record keeping and confidentiality**

- 16.1 All records created in accordance with this policy are managed in accordance with the Darul Uloom 's policies.
- 16.2 The information created in connection with this policy may contain personal data. The Darul Uloom 's use of this personal data will be in accordance with data protection law. The Darul Uloom has provided privacy notices to all pupils and parents which explain how the Darul Uloom will use personal data.

Appendix 1: Darul Uloom arrangements

1 Managing attendance

- 1.1 The Darul Uloom monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance. It accurately completes admission and attendance registers as required by law and set out in Appendix 2 and Appendix 3 respectively. The admission and attendance registers must be kept electronically and retained by the Darul Uloom for the relevant time period as stated by law.
- 1.2 The Darul Uloom expects all pupils to be present at Darul Uloom for the whole of the Darul Uloom day. Registration will take place formally and informally.

2 The role of parents / carers

- 2.1 The Darul Uloom expects all Parents to:
 - 2.1.1 make any application for an authorised leave of absence at the earliest opportunity;
 - 2.1.2 notify the Darul Uloom 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; and
 - 2.1.3 cooperate with the Darul Uloom to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

3 Registration and attendance checks

- 3.1 Morning registration is at **7.30am**. The registers will remain open for 5 minutes after the start of morning registration.
- 3.2 Afternoon registration will be at **1.30pm**. The registers will remain open for 5 minutes after the start of afternoon registration.
- 3.3 Registers will also be taken at the beginning of each lesson in order to identify and follow-up on absences from lessons that might occur after morning or afternoon registration.

4 Reporting absence

- 4.1 If a pupil is to be absent from Darul Uloom for any reason, the parent / carer should contact the Darul Uloom.
- 4.2 Where a pupil is ill, the Darul Uloom should be notified of the nature of the illness. The NHS has produced a helpful guide for parents regarding childhood illness and Darul Uloom : [Is my child too ill for Darul Uloom ? - NHS](#)
- 4.3 In most cases, absences for illness which are reported by parents/carers following the Darul Uloom's absence reporting procedures will be authorised. That is unless the Darul Uloom has a genuine concern about the authenticity of the illness.
- 4.4 If the authenticity of the illness is in doubt, the Darul Uloom may ask the parent to provide further medical evidence, such as a prescription, a letter from the GP, or other appropriate form of evidence. The Darul Uloom may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.
- 4.5 If the Darul Uloom is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

4.6 If a child is absent for more than one day, the parent should contact the Darul Uloom on each day to provide an update on the child's condition, unless otherwise agreed by the Darul Uloom .

4.7 Absence will be recorded on the Attendance Register as set out in Appendix 3.

5 **Managing absence**

If a student is absent and there has been no parental contact, then the Darul Uloom will endeavour to contact them via telephone on the morning of the first Darul Uloom day.

If the Darul Uloom cannot reach any of the student's emergency contacts, the Darul Uloom will:

- identify whether the absence is approved or not;
- identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/guardian if the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If absence continues, the Darul Uloom will consider other processes to follow up on unexplained absence and appropriate escalation procedures, such as:
 - sending letters to parents or carers;
 - having a weekly tutor review;
 - creating attendance clinics;
 - using sanctions - under the behaviour policy with pupils or consultation with parents.
 - involving an education welfare officer

6 **Authorised absences**

6.1 Authorised absence means that the Darul Uloom has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

7 **Applications for an authorised leave of absence**

7.1 Applications for authorised leaves of absence during the Darul Uloom day will only be granted in exceptional circumstances.

7.2 The Darul Uloom will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request. Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend Darul Uloom normally during difficult family times.

7.3 Apart from illness, no pupil should be away from Darul Uloom without prior permission from the Head/attendance officer.

7.4 Dental or medical appointments should be made during Darul Uloom holidays except in cases of emergency when the Darul Uloom should be informed. Advance notice is required for medical or dental appointments and must be supported by providing the Darul Uloom with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

7.5 If a leave of absence is granted, it is for the Head/Attendance officer to determine the length of the time the pupil is permitted to be away from Darul Uloom . It will be recorded as an authorised absence. See Appendix 3 for more details.

8 **Reporting duties**

8.1 The Darul Uloom has statutory reporting obligations if a pupil fails to regularly attendance their absence is unauthorised. The Darul Uloom must report unauthorised absences for a continuous period of 10 days or more to the local authority.

8.2 Action will also be taken in accordance with the Missing child policy and Safeguarding and child protection policy if any absence of a pupil from the Darul Uloom gives rise to a concern about their welfare.

Appendix 2: Admission register

1 Admission register

- 1.1 In accordance with the requirements of the Darul Uloom Attendance (Pupil Registration) (England) Regulations 2024 the Darul Uloom will:
 - 1.1.1 maintain an admission register of all pupils (of both compulsory and non-compulsory Darul Uloom age) admitted to the Darul Uloom (also known as the Darul Uloom roll); and
 - 1.1.2 inform the local authority of any pupil who is going to be added to or deleted from the Darul Uloom 's admission register at non-standard transition points.
- 1.2 The admission must be updated regularly and stored safely.
- 1.3 The Darul Uloom must ensure that every entry in the Darul Uloom 's admission register is preserved for six years beginning with the day on which the entry was made; and every back-up copy of the register is preserved for six years after the end of the Darul Uloom year that it relates to.
- 1.4 The admissions register contains specific personal details of every pupil in the Darul Uloom , including their date of admission, information regarding parents and carers and details of the school they last attended and in the case of boarding schools whether each pupil of compulsory school age is a boarder or day pupil.
- 1.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the Darul Uloom Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted.
- 1.6 Where the Darul Uloom notifies the local authority that the pupil's name is to be deleted from the admission register, the Darul Uloom must provide it with the following information:
 - 1.6.1 the full name of the pupil;
 - 1.6.2 the address of the pupil;
 - 1.6.3 the full name and address of any parent the pupil normally lives with;
 - 1.6.4 at least one telephone number of any parent with whom the pupil lives or can be contacted in an emergency;
 - 1.6.5 the pupil's future address, 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;
 - 1.6.6 name of the pupil's other or future Darul Uloom and pupil's start date or expected start date there, if applicable;
 - 1.6.7 the ground (prescribed in regulation 9) under which the pupil's name is to be deleted from the admission register.

Appendix 3: Attendance register

1 Attendance register

- 1.1 The Darul Uloom records and monitors the attendance of all pupils (both of compulsory and non-compulsory Darul Uloom age) including boarders in accordance with the Darul Uloom Attendance (Pupil Registration) (England) (Regulations) 2024.
- 1.2 The Darul Uloom uses the appropriate attendance and absence codes system to enable it to record and monitor attendance and absence in a consistent way which complies with regulation 10 of the Attendance Regulations.
- 1.3 The attendance register is kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.
- 1.4 The Darul Uloom will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.
- 1.5 The Darul Uloom is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.
- 1.6 On each occasion it will be recorded whether every pupil is:
 - 1.6.1 physically present in Darul Uloom when the attendance register begins to be taken; or
 - 1.6.2 absent from the Darul Uloom when the attendance register begins to be taken but attends before the taking of the register has ended; or
 - 1.6.3 attending a place other than the Darul Uloom ; or
 - 1.6.4 absent.
- 1.7 The circumstances in which a pupil may be recorded as attending a place, other than the Darul Uloom , can include:
 - 1.7.1 Attending educational provision arranged by a local authority;
 - 1.7.2 For an educational visit or trip arranged by or on behalf of the Darul Uloom and supervised by a member of Darul Uloom staff;
 - 1.7.3 Attending a place for an approved educational activity that is a sporting activity;
 - 1.7.4 Attending an approved educational activity that is work experience provided under arrangements made by the Darul Uloom as part of the pupil's education;
 - 1.7.5 Attending a place for any other approved educational activity.

2 Recording absence

- 2.1 Absence will be recorded in accordance with the national absence codes set out in regulation 10 of the Darul Uloom Attendance (Pupil Registration) (England) (Regulations) 2024 and statutory guidance Working together to improve Darul Uloom attendance relating to:
 - 2.1.1 leaves of absence;
 - 2.1.2 other authorised reasons;
 - 2.1.3 unable to attend Darul Uloom because of unavoidable cause;

2.1.4 unauthorised absence.

3 Remote education

- 3.1 The Darul Uloom is required to record all absence from in-person lessons.
- 3.2 The Darul Uloom may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the Darul Uloom site, to keep pace with their education.
- 3.3 In the limited circumstances when the Darul Uloom decides to use remote education for individual pupils when they are absent, the following will be considered:
 - 3.3.1 ensuring mutual agreement of remote education by the Darul Uloom, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision;
 - 3.3.2 if remote education is being used as part of a plan to reintegrate back to Darul Uloom, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to Darul Uloom at the earliest opportunity;
 - 3.3.3 setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
- 3.4 Pupils who are absent from Darul Uloom and receiving remote education still need to be recorded as absent using the most appropriate absence code. The Darul Uloom will keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. Where appropriate, this information may be used to make plans for a pupil's reintegration to Darul Uloom.
- 3.5 The Darul Uloom will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

4 Unauthorised absence

- 4.1 The "unauthorised absence" code will be used when prior permission for absence has not been given and where the Darul Uloom is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate. Examples include:
 - 4.1.1 holiday has not been authorised by the Darul Uloom;
 - 4.1.2 the reason for absence has not been provided;
 - 4.1.3 the reason is not valid i.e. parent was busy;
 - 4.1.4 a pupil is absent from Darul Uloom without authorisation;
 - 4.1.5 a pupil has arrived in Darul Uloom after registration has closed and without reasonable explanation.