

Attendance & Punctuality Policy

Our Aim is to ensure:

- **All students achieve maximum possible attendance**
- **Students are punctual to school daily**
- **Any problems that impede attendance & punctuality are identified early and improvement measures put in place**

Roles & Responsibilities

- The Form Tutors will monitor attendance and punctuality on a daily basis and contact parents for any concerns
- The Attendance Officer responsible will monitor attendance and punctuality weekly and raise any concerns with Form Tutors
- The Deputy Head will provide Termly attendance and punctuality statistics for each year group for the Management's monitoring purpose
- The Management will direct any further cause of action to ensure targets are met

Registration

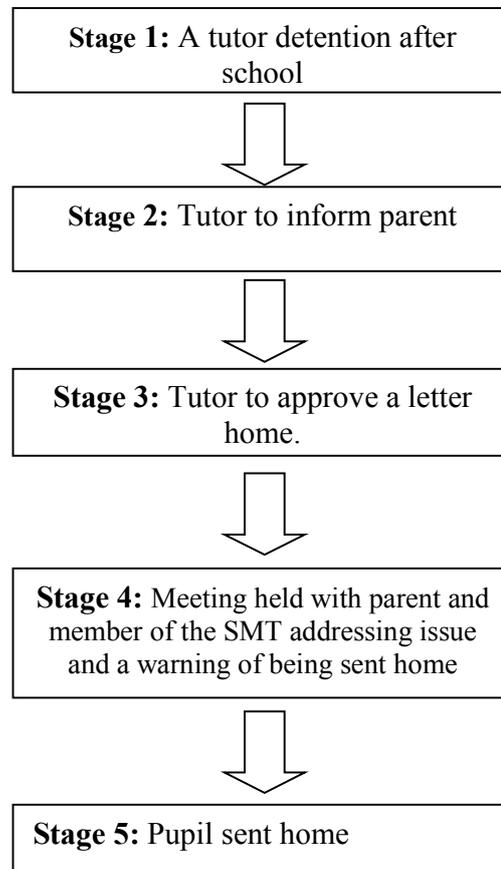
Registers are completed twice a day Monday – Thursday and once on Friday morning. Guidance on completing the register is kept at the front of the register for reference. Tutors are to familiarise themselves with the correct codes. Teachers should use RED pen for present and Black pen for absent. Any codes should be entered in Black. Tutors must complete figures at the bottom of the page and ensure weekly totals are entered by the end of the week.

Lateness

Punctuality is an important element of civilised behaviour, so a serious view will be taken of persistent lateness. If a student is late, the Form tutor will issue a detention on the date of the offence. Any student arriving after 8.15am is considered late. If there is an unavoidable reason for delay then parents should inform the school by telephone or letter, as soon as possible. If a pupil arrives after 11.30am or 12.00pm a code U will be given by the office staff.

Students arriving persistently late.

The following diagram describes the procedures used by Tawhid Boys School for dealing with students who arrive persistently late.



Where persistent lateness continues, if we feel we do not have the co-operation of the parent in this matter, the school will seek advice from the Children's Services and take appropriate action

Attendance

The proper place for students to be on a school day is in school. If any student is unavoidably absent then the parents need to inform the school by 9.30am A note, written and signed by the parent, must be brought to school on the student's return.

If a student is likely to be absent for longer than two days a letter must be sent to the school no later than the second day, since the school management follows up absences that have not been notified in this way. If a student is persistently absent due to medical reasons, a doctor's certificate will be required upon request. Where such evidence cannot be produced and persistent absences continue if we feel we do not have the co-operation of the parent in this matter, the school will seek advice from the Children's Services and take appropriate action.

Absence is divided into two categories: authorised and unauthorised. Legislation defines authorised absence as

- Sickness or unavoidable cause
- Religious observance

We advise parents / carers that it is unacceptable to keep children off school for any of the following reasons:

- Going shopping
- Visiting friends and relatives
- Having a long weekend
- Looking after younger brothers and sisters

Monitoring Absentees

Stage 1:

The tutors will monitor the registers for attendance concerns. Attendance falling below 90% is a cause for concern. Tutors will approve a letter home informing the parents of the school's concern.

Stage 2:

If intervention at Stage 1 does not resolve the concerns, a meeting will be held between the parents and the tutor. Targets will be set and the child's attendance closely monitored on a daily basis. The child's admission maybe put on a probationary period.

Stage 3:

If there is no further improvement in attendance, the head teacher will contact the Children's Services and seek advice. The Head Teacher will then inform the Management as to the next course of action. The Management may take the child off roll.

Holidays during Term Time

It is extremely important that parents do not arrange family holidays during term time. Some severe disadvantages of taking leave during term time include:

- **Your child's education suffers**
- **Lessons are missed**
- **Continuity of school and any project work is lost which unnecessarily causes your child anxiety**
- **You are in breach of your legal obligation to send your child to school**

If this is unavoidable, it is the parent's responsibility to check dates very carefully to avoid missing vital elements of your child's lessons and examination courses. Any absence may be authorised by the School Development Committee, but only in exceptional circumstances. The Department of Education (DoE) expects us to discourage such practice.

Requests for absence at the start of a term and at a time when examinations are being taken are unlikely to be met with consent.

If you are unable to avoid requesting absence during School Term time, an application must be made on the school's official form to the School Development Committee **not less than 4 weeks** before the absence is due to start. A response will be sent to you within 14 days of receipt of your request.

Additional leave during Term time may be authorised with the following conditions:

1. At the discretion of the SDC, additional leave may be authorised up to a maximum of 5 school days only under special circumstances.
2. Pupils must be back on the first day of the new Academic Year, failure to do so may result in exclusion on return and may lead to pupil being taken Off role.
3. Leave may not be authorised at the beginning of the summer holidays
4. No additional leave may be granted to Year 11 Students.
5. No additional leave may be granted to Year 10 during GCSE Control Assessment period.
6. No additional leave may be granted to Students during Revision & Exam Periods.
7. Parents performing Haj must make suitable arrangements for their child to attend school. Additional leave may be granted if no such arrangements can be made.
8. For Haj each case to be assessed on individual merits.
9. Where leave has not been authorised by the School Management and the pupil has been absent, a penalty of £30 per day will be enforced for the full duration of the unauthorised leave period. All payments must be made in full on the day before the pupil can be readmitted into school.
 - a. Pupils not attending school events, such as trips and sports days will also be subject to the penalty.

Each application will be assessed on its own merits. The Managements decision is final

Where the application has been unsuccessful and parents have taken their child away, all absentees will be classified as unauthorised. The pupil will be excluded upon arrival. Parents are therefore strongly requested to confirm leave with the school before making any travel arrangements.

Early drop off and Late Collection of children after school

The school gates will open at 8.00a.m. The school will open at 8.15 a.m. Parents are not authorised to drop off their children early. Parents may wait with their children until 8.15 a.m. The School is not responsible for the supervision of any children before 8.15 a.m.

The school gates are closed at 3.05pm. Children are therefore expected to be picked up on time. The School is not responsible for the supervision of any children after 2.55pm. Any child in detention will be the responsibility of the staff holding the detention. Children not picked up on time may wait in the school forecourt unsupervised. Parents persistently arriving late to collect their child will be referred to the head teacher.

Recording of concerns & Pupils Leaving the School

All concerns regarding individual children as well as holiday request forms will be filed and kept with the school administrator in the main office.

Important:

Pupils leaving forms will be kept with the Schools Administrator for future references. In the event of a child leaving under the School Leaving age, where details of new School have not been provided, details of the child will be notified to the local authority to safeguard the child and ensure provision of full time education has been made in the interest of the child. This is a statutory duty upon the School.

Children Missing from Education(CME)

A child going missing from education is a potential indicator of abuse or neglect. The School will ensure its procedures for dealing with children who go missing from education, particularly on repeat occasions, are rigorously implemented to help identify the risk of abuse and neglect and to help prevent the risks of their going missing in the future.

The School will inform the Local Authority (LA), in line with LA procedure of any students who is going to be entered and deleted from the admission register where they:

- have been newly registered into the school;
- have completed their schooling at the age of 16
- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the GP or medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
- have been permanently excluded.

This will be done as soon as the grounds for deletion are met, but no later than deleting the student's name from the register.

The School will inform the Local Authority of any student who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 5 school days or more, at such intervals as are agreed between the school and the Local Authority (or in default of such agreement, at intervals determined by the Secretary of State, 10 school days). The School will work closely together with the Local Authority to fulfill its obligations as set out in the statutory Guidance for local authorities "Children Missing Education September 2016".

Appendix 1: Stage 1 Attendance Letter

Mr and Mrs
<Address>
London
Postcode
United Kingdom

Date

Stage 1: Attendance Concern Letter

Dear Mr and Mrs <NAME>

Student Name: <Name and Form>
Attendance Percentage: <00.0>%

At Tawhid Boys' School we have a strong focus on attendance to ensure that all students can make excellent progress.

In September 2015, the Government reduced the threshold for persistent absence from 15% to 10%. This means all students with attendance below 90% are now classed as persistent absentees. This is because 90% attendance is the equivalent of your daughter missing half a day of school each week.

This letter is to inform you that <NAME's> attendance has now fallen below 90% which means that he is currently classed as a persistent absentee. As I'm sure you're aware, NAME has missed a significant number of lessons and we are concerned about the impact this will have on his progress and achievement. You will find enclosed a copy of <NAME's> attendance certificate and a guide to understanding it. Please speak with <NAME> about how you can work together to improve his attendance.

We look forward to seeing an improvement in <NAME's> attendance next half term.

Yours faithfully,

Mr <Name>
Year <x> Form Tutor

Appendix 2: Stage 2 Attendance Letter

Mr and Mrs
<Address>
London
Postcode
United Kingdom

Date

Stage 2: Attendance Concern Letter

Dear Mr and Mrs <NAME>

At Tawhid Boys' School we have a strong focus on attendance to ensure that all students make excellent progress. This letter is to inform you that **<Name>** has fallen well below the Schools target of 95%. **<Name>**'s Attendance is currently <00.0>%

This letter is to inform you that the School will no longer be authorising any absence due to illness unless you provide medical evidence. This stage is to deter any inappropriate condoning of absence by parents or those with parental responsibility. Should your son become ill please contact us to discuss what is acceptable as medical evidence. This may include appointment cards, prescriptions or notes from a pharmacist in lieu of a sick note, we do not wish you to incur a charge for providing this evidence so please do discuss with us if you are concerned. If your Son has a medical condition, or other extenuating circumstances which will impact on his attendance then please contact us to discuss putting the appropriate support in place.

If there is no further improvement in attendance, the head teacher will contact the Children's Services and seek advice. The Head Teacher will then inform the Management as to the next course of action. The Management may take the child off roll.

Please confirm that you have received this letter by returning the slip.

Signed: _____ (parent/person with parental responsibility)

Yours faithfully,

Mr Rawat
Deputy Head