



## ATTENDANCE & PUNCTUALITY POLICY

<b>Date of Last Review</b>	<u>June 2025</u>
<b>Date of Next Review</b>	<u>June 2026</u>
<b>Review period</b>	1 Year

## **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 admin will monitor attendance and punctuality on a daily basis and contact parents where necessary.
- The Attendance and Punctuality officer will monitor attendance and punctuality every week
- The Head Teacher will provide termly attendance and punctuality statistics for each year group for the GB's monitoring purpose

### **Registration**

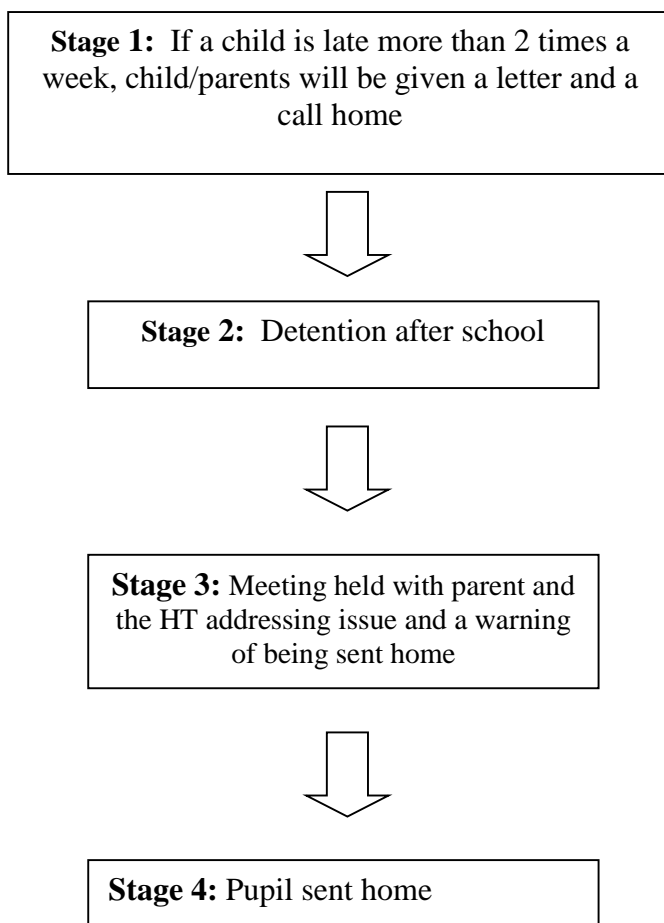
Registers are completed twice a day Monday – Thursday and once on Friday morning.

### **Lateness**

Punctuality is an important element of civilised behaviour, so a serious view will be taken of persistent lateness. Any student arriving after 8.00am\* is considered late. If there is an unavoidable reason for delay then parents should inform the school by telephone, as soon as possible. If a pupil arrives after 8.30am a code U will be given by the office staff

## Students arriving persistently late.

The following diagram describes the procedures used by Tayyibah Girls 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 9.00am or 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~~ school, no later than the second day. 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 and 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
- Going to the airport
- Visiting friends and relatives
- Having a long weekend
- Looking after younger brothers and sisters

### **Monitoring Absentees**

#### ***Stage 1:***

The Attendance and Punctuality officer will monitor the registers for attendance concerns. Attendance falling below 95% is a cause for concern. Letters will be sent 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, Attendance and Punctuality officer and the head/deputy head. Targets will be set and the child's attendance closely monitored on a daily basis.

#### ***Stage 3:***

If there is no further improvement in attendance, the head teacher/DSL will contact the Children's Services and seek advice. The Head Teacher will then inform the GB as to the next course of action. The GB may take the child off roll or not re-register the child for the next academic year.

If a student is absent from school for 10 consecutive days unauthorised, the attendance officer or DSL will pay a visit to the child's home address. before pursuing it with the Hackney Learning Trust.

### **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 GB after liaising with teaching staff, but only in exceptional circumstances. The Department for Education (DfE) 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.**

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

For more information, refer to the '**Additional Leave policy**'.

### **Early drop off and Late Collection of children after school**

The school gates will open at 7.50 a.m. The school will open at 7.55 a.m. Parents are not authorised to drop off their children early. Parents may wait with their children until 7.50 a.m. The School is not responsible for the supervision of any children before 7.50 a.m.

The school gates are closed at 2.45 pm Mon to Thursday and 12.15pm on Friday. Children are therefore expected to be collected on time. The School is not responsible for the supervision of any children after 2.45pm Monday to Thursday and 12.15pm on Friday. Any child in detention will be the responsibility of the staff holding the detention until 3.15pm only and should therefore be collected on time.

If you will be late in collecting your child due to unforeseen circumstances, the office must be informed before 2.30pm (Mon – Thurs) / 12.00pm (Fri).

Late pick up of children is logged. Children who are collected late on a regular basis will be flagged as a safeguarding concern and their local safeguarding hub will be informed.

### **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.