

# Tarbiyyah Primary School

## Attendance & Punctuality Policy

Date: September 2023

Prepared by: Headteacher & Assistant Headteacher

Agreed with: Chair of Trustees

To be reviewed and updated: September 2024

## Attendance and Punctuality Policy

Tarbiyyah Primary School (TPS) believes in establishing and maintaining a positive learning culture, whereby every child has the right to work purposefully, diligently, securely and confidently.

Our curriculum is intended to:

- **Develop and sustain our knowledge: what we learn**
- **Develop and sustain our hearts and character: who we are**
- **Develop and sustain our actions and attitudes: how we live and learn**
- **Develop and sustain our moral compass: the role we play in this world**

At TPS we understand that we play a significant role in a child's academic and social development. Therefore, TPS has a set of **five core values**, which encompasses our intent and belief that children can behave impeccably of their own volition.

The **five core values** are:

- **We are patient and preserve when things do not go as we want them to.**
- **We expect the best from ourselves and aim to achieve excellence.**
- **We stay strong when faced with challenges, knowing that after difficulty there is ease.**
- **We always use our best manners, following the finest of examples, Prophet Muhammad (may the peace and blessings be upon him).**
- **We help those in need and share what we have.**

These core values have been translated into single words with an anagram, making it simpler for the children to remember and adhere to:

- **Patience**
- **Excellence**
- **Resilience**
- **Kindness**
- **Sharing**

These are known as the **PERKS** of being part of the Tarbiyyah family.

They also form the expectations we have of all our children to take personal responsibility for their attendance, punctuality, behaviour, attitude towards themselves and others and their learning.

At TPS, all staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise the learning experience in order that all children reach their maximum potential. We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear

framework for parents and staff as well as clear procedures for involving parents and/or external agencies where appropriate.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school.

TPS encourages all parents/carers to work in partnership with the school to improve attendance and punctuality and recognises that:

***“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly” (DfE 1999).***

### **Aims & Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 98% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception age children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

### **Responsibility of Parents/Carers**

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of

learning:

<b>Attendance Percentage</b>		<b>Days missed over a school year</b>
<b>100%</b>		<b>0 days</b>
<b>95%</b>		<b>10 days</b>
<b>90%</b>		<b>20 days</b>
<b>85%</b>		<b>30 days</b>
<b>80%</b>		<b>40 days</b>

### **Punctuality**

- To ensure that their children arrive at school on time. **Doors open at 8:15am until 8:30am.** This is enough time for all pupils to get to their classroom.
- **Children who are late after 8:30am, must be accompanied by their parent/carer to the school office to sign in the Late Book.** Records are kept of the pupils that are late with a code in the register. Any child that arrives after 8:30am will be marked with a U code, equivalent to an unauthorised absence.
- To ensure children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.

### **Persistent latecomers will be fined £5.00 per minute, per child.**

- If your child/ren are late more than twice in a week, then you will receive a text message (via dojo) from the school reminding you that steps need to be taken to ensure a third late is avoided.

### **Persistent Latecomers**

Children who repeatedly attend school after 8:30am will be brought to the attention of the Assistant Headteacher, and the following steps will be actioned:

1. A message sent via Class Dojo notifying and reminding parents/carers of their child/ren being late.
2. A phone call from the Assistant Headteacher to discuss ways in which Tarbiyyah can provide support to improve punctuality.
3. Formal warning letter.
4. A meeting with the Head Teacher to discuss next steps and

measures.

Parents/carers should note that children who arrive late are given a 'U' code, which is the equivalent of an unauthorised absence, and this will affect the child's attendance figures.

**Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.**

**Children with 100% punctuality over half a term will be recognised on Express Days with a certificate and a prize.**



## **Absences**

- If your child is unable to attend school through illness you should inform us by telephone on the first day of absence by 8.00am. Alternatively you can text; email at

[schooloffice@tarbiyyah.co.uk](mailto:schooloffice@tarbiyyah.co.uk) or come in person to the office.

**CLASS DOJO IS NOT TO BE USED TO INFORM THE SCHOOL OF ABSENCES.**

- It is useful to know the expected day of return. If you do not supply us with this information, we have a duty to contact you, so that we may be sure of the child's whereabouts as this is a safeguarding measure.

- However, if this is done, we will count this absence as unauthorised. It is your principal duty to inform the school of your child's absence.

- To provide medical evidence where possible, on the child's return to school.

- To ensure medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.

- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

- Children with 100% attendance will be recognised **over half a term on Express Days with a certificate and a prize.**

- The class with the highest percentage of attendance over half a term will be allowed to have a muffin day.

### **Illness/Medical absences**

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

### **Absence for Holidays**

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

**There are 190 school days each year and 175 other days for shopping trips, family visits, appointments and holidays.**

**One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.**

**10 days holiday leave a year is the equivalent of two whole terms of education missed.**

If there are exceptional circumstances, parents/carers must complete a leave of absence request form (see appendix A) in advance of the trip (at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Trustees and the Head Teacher, and they will use their discretion whilst applying government recommendations.

If parents/carers decide to take a holiday without the authorisation of the trustees and the Head Teacher, the child's absences will be marked as unauthorised. **Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time. This fine is payable at £60 per child, per parent.**

### **Unexplained Absences**

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by the Education Welfare Officer. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be

invited into an attendance meeting to discuss absences and any appropriate support.

### **Role of the Head teacher/ Assistant Head teacher**

- To investigate absences which fall below 90%. and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than twice a week- see Appendix B
- To ensure appropriate support is put in place, to ensure attendance and or punctuality improves.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
  - To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
  - To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Welfare Officer.
  - To report accurate whole school and individual attendance data on a half termly basis, using the schools traffic light system- see Appendix C.

### **Children Absent in Education**

If a child is absent (unexplained) for at least 3 consecutive days, the Education Welfare Officer will be notified. A home visit may be carried out. If the absence continues for a total of 10 days, the family will be referred as a CME case for the Local Authority. Link for form below:

<https://www.hounslow.gov.uk/education/schools-new/attendance/child-missing-education>

### **Appendix A**

#### **APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY**

**Please note:** Parents do not have any legal entitlement to take their child on

**holiday during term time.**

I wish to apply for Leave of Absence from school to be granted to:

Name of Child:

Year:

First Date of Proposed Absence:

Last date of Proposed Absence:

Expected date of return to school:

Reason for Proposed Absence – please provide reasons to support the application including evidence (they can only be exceptional circumstances)

.....  
 .....  
 .....  
 .....  
 .....

Total days requested on this occasion: .....

(For siblings) I have also applied to School/Academy for leave of absence for \_\_\_\_\_ (Insert

child/children’s name) Signature of resident Parent/Carer:

\_\_\_\_\_ Print Name:

\_\_\_\_\_ Date: \_\_\_\_\_ **Important**

**Information for Parents/Carers**

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose) in exceptional circumstances.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child’s academic progress.
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered.
- Please complete a Leave of Absence form for each child.
- Failure to make a request for a Leave of absence in advance will result in the absence



being recorded as unauthorised.

**For school use only:**

NAME OF CHILD: \_\_\_\_\_

Date received by school: \_\_\_\_\_

Absence Authorised: Yes No

The reasons for this decision are .....

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

1st date of absence: ..... Last date of

absence..... Expected date of return to school:

.....

Head Teacher/Attendance Lead: ..... Date:

..... **Copy of this completed section must be sent back to parent with letter**

**The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:**

1. Head Teachers shall not grant any leave of absence during term time unless: A)

An application has been made in advance, by the parent with whom the child normally resides

AND

B) They consider there to be exceptional circumstances relating to the application. 2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

3. The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).

- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will be recorded as unauthorised.
3. Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

**We have a shared responsibility to ensure that the law is upheld and that your child achieves his/her full potential.**

**Appendix B**

Tarbiyyah Primary School  
40 New Heston Road  
Hounslow  
Middlesex

TW5 0LJ

Telephone: 0203 719 8697

Email: [schooloffice@tarbiyyah.co.uk](mailto:schooloffice@tarbiyyah.co.uk)

Date:

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh dear parents/carers

**Late arrival at school:**

I am writing to inform you that has been late this half-term, during the period of  
to

I appreciate that traffic and other factors can contribute to children being late for school  
but please be aware it can be distressing and disruptive for children when they are late.  
It can impact their first lesson.

Therefore, I would like to remind you of the importance of punctual attendance at school  
and request that you ensure that your child arrives at school on time.

**Please note the school doors open at 8:15am and close at 8:30am.**

Jazaak'Allahu khayrun for your support in this matter.  
As'salaamu'Alaaykum wa rahmatullahi wa barakatuh

Umm Ruqayyah  
Assistant Head teacher

**Appendix C**

Tarbiyyah Primary School  
40 New Heston Road  
Hounslow  
Middlesex

Date:

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh dear parents/carers

**Termly Attendance:**

**Below 90%:**

I am writing to notify you that your child's attendance is:

Name of child:  
Class:  
Your attendance is

Despite any mitigating circumstances or agreed absences, your child's attendance level will now be monitored more closely. You should expect to hear from me in the event of further absences.

In the event of little or no improvement in the coming weeks I will have to invite you for a meeting with the Head teacher, Umm Yusuf to discuss your child's attendance. Following the meeting, and in the absence of satisfactory improvement I may have to refer this case to the Education Welfare Officer at the London Borough of Hounslow.

They investigate referred cases and they have the power to issue Fixed Penalty Notices. These are set at £60 per parent if paid within 21 days of receiving a notice and £120 if paid after this but within 28 days.

Jazaak'Allahu khayrun for your support in this matter.

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh

Umm Ruqayyah  
Assistant Head teacher