



ATTENDANCE AND PUNCTUALITY POLICY

Reviewed: Mar 2026 | Next review: Feb 2028

1.0 PRINCIPLES- ATTENDANCE AND PUNCTUALITY POLICY

- Regular and full time attendance is linked to attainment and is essential for pupils if they are to benefit fully from their school life.
- It is important that children learn the importance of being punctual as part of their preparation for adult life.
- The school and parents should work together in order to achieve high standards of attendance and punctuality.
- Being punctual is an obligation in Islam, especially when it is a contractual requirement and impacts upon others. Being punctual demonstrates to others the tremendous value that Islam places on time and shows consideration to those around us.

The School will:

- Give attendance and punctuality a high priority;
- Encourage parents to fully support the policy as a vital contribution towards their child's education;
- Ensure that attendance is effectively monitored;
- Communicate effectively with other agencies;
- Meet the legal requirements with particular reference to authorised and unauthorised absence;
- Ensure that all staff comply with the school policy and deal consistently with absence and punctuality;
- Ensure information is made available to parents;
- Develop incentives for good attendance and punctuality and
- Share good practice with other schools.

Strategies to promote and maintain high standards of attendance and punctuality

- All new parents are reminded about maintaining good attendance and punctuality during the interview.
- Individual parents are approached where there is concern about their child's attendance or punctuality.
- Certificates to reward children for excellent attendance & punctuality.
- This policy is available for parents to access on the school website.

2.0 ABSENCES

All absences (full and half-day) from school have to be classified by the school as either authorised or unauthorised depending on the reason given. This is why information about the cause of each absence is always required. Whenever possible, steps should be taken to make appointments outside school time to avoid unnecessary disruption in the child's education.

2.1 AUTHORISED ABSENCE

Authorised absences are mornings or afternoons away from school for a good reason which is totally unavoidable. These can include reasons such as:

- Emergency circumstances;
- Sickness,
- Up to a maximum of 3 days following a traumatic event/bereavement/death of a close member of the family.

Any other reasons for absence must be discussed with the school and evidence may be requested. Emerging patterns of authorised absences will be investigated which can seriously disrupt the continuity of learning.

2.2 UNAUTHORISED ABSENCE

Unauthorised absences are those which are not considered reasonable and for which no “leave” can be given and will include:

- A child is kept off school because a parent is ill
- A child is absent because a sibling is ill
- The parent cannot get the child to school
- The child is taken on a shopping trip
- The child is absent due to a special/family treat
- A child is absent due to family work patterns
- The child refuses to come to school or wants to stay at home (must inform the school)
- A child arrives after the close of the register(8.45am) without a satisfactory explanation
- Where an explanation for an absence has not been received by the school.
- EYFS parents are discouraged from taking their children out of school for longer than 3 days as it can be unsettling for the child.

3.0 COMMUNICATING ABSENCE

3.1 ILLNESS

- Parents have a responsibility to inform the school if their child is ill. Parents must contact the school by completing the Absence form on the school website, on the first day of absence by 10.00am.
- Parents are responsible to ensure that formal notification is given to the school office explaining the reason all absences. If we do not receive notification, the absence will be recorded as unauthorised.
 - For long period of illness the parent must make regular contact with the school and provide any documentation that may be requested.
- In some circumstances further evidence of a child’s illness, such as a doctor’s note or official documentation may be requested.

3.2 MEDICAL APPOINTMENTS

If a child needs to be absent for a medical appointment, a note and/or a copy of the appointment letter must be received by the class teacher before the appointment. For emergency appointments a note will be accepted when the child returns to school.

3.3 LEAVE DURING SCHOOL DAY

If a child has to leave during the school day for any authorised reason, the parent or guardian will be asked to 'sign out' the child in the school office.

4.0 FAILURE TO INFORM SCHOOL

1. The school will telephone the child's home to enquire about an absence if the parent has not contacted the school.
2. If a child has been absent for 3 days without an explanation we will attempt to contact the parent by telephone, email or letter.
3. If no satisfactory response is received, we will write a letter.
4. **Should this still result in a nil response, the school has a duty to inform the Education Welfare Officer about the child's lack of attendance.**

Where there is cause for concern, i.e. when attendance is below 80% in any term, the reasons for this will be investigated and where appropriate, communicated to the Education Welfare Officer.

4.1 MONITORING ATTENDANCE AND ESCALATION PROCEDURES

The school will monitor all pupils' attendance on a regular basis to ensure early identification of concerns and to provide appropriate support.

Attendance will be categorised and addressed as follows:

- **95% – 100% (Good Attendance)**
Attendance is in line with school expectations. No action required.
- **92% – 94% (Cause for Concern)**
Attendance is below expected levels.
 - A **Stage 1 letter** will be issued to parents to raise concerns.
 - Attendance will be closely monitored for improvement.
- **90% – 92% (Serious Concern)**
Attendance is significantly below expectations.
 - A **Stage 2 letter** will be issued.
 - Parents will be invited to attend a **meeting with the Head Teacher** to discuss concerns and agree strategies for improvement.
- **Below 90% (Persistent Absence)**
Attendance is classed as persistent absence in line with national guidance.
 - Parents will be invited to a **formal meeting with a member of the Senior Leadership Team (SLT)**.
 - An **attendance action plan** will be implemented.
 - The school may refer the case to the **Education Welfare Officer (EWO)** or other external agencies where appropriate.
- **Failure to Improve Attendance**
If there is no significant improvement following intervention:
 - The school may proceed with a **referral to the Local Authority**.
 - Further action may include **penalty notices or legal proceedings**, in line with statutory guidance.

The school may also initiate early contact with parents where patterns of absence emerge (e.g. repeated absences on

specific days or frequent lateness), even if attendance has not yet fallen below the thresholds above.

5.0 HOLIDAYS

The school implements a ZERO tolerance policy on holiday during term time.

1. If a child is off school on holiday for more than 3 days in the academic year, a fine of £200 will be issued upon their return.
2. Holiday will only be granted for Hajj up to a maximum of 10 days and for no other reason.

5.1 UNAUTHORISED ABSENCE EXCEEDING 3 DAYS

- If the pupil does not attend school for over 3 days or has an unauthorised absence for more than 3 days in any given term, the school will pursue to contact the parents by telephone.
- The pupil will be taken off the school roll from the 4th day.
- To re-apply to Apex, parents will be required to pay the one off intake fee of £200.

5.2 EDUCATION & TESTS

Leave will be refused where children have already missed a lot of work or at crucial times of the year. Leave will not be granted to Year 2 and Year 6 pupils at the time of national tests and the preparation period leading up to them.

When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind his/her group. There is a belief, amongst some parents, that this time can be made up by the school providing 'work' for the pupil to complete during the holiday period. However, this does not have the desired effect since the pupil has missed out on quality teaching time.

In general terms it is our policy not to provide your child with the work which is planned for his/her group during period of absence. The teacher will, if possible, try to make up work that has been missed on your child's return to school.

6.0 PUNCTUALITY

6.1 ARRIVAL & COLLECTION

- The school gates open at 8.00 am and close at 8.10am.
- For KS1&2, home time school gates open at 3.05pm and close at 3.15pm.
- For EYFS Morning Session runs from 8.00am – 11.00am. Prompt collection is required at 11.00am.
- For EYFS Afternoon Session runs from 12.00pm – 3.00pm. Prompt collection is required at 3.00pm.
- Please note that timings are subject to change during the month of Ramadan.

Arrival after 8.10am will result in

- Pupils missing assembly/lesson time which is an essential part of our curriculum;
- Parents are required to sign the late book giving reason;
- After 3 late entries in any given term, parents will be given verbal warning.
- On the fourth occasion in the same term parents will be issued with an administration cost of £10 per child.
- If lateness persists in the same term, parents will be issued with a £10 administration cost for every subsequent occasion, for a further 3 weeks.

- After this they will be asked to attend a meeting with the Head teacher to discuss the matter.
- If repeated, unexplained lateness or persistent lateness continues without an acceptable reason the matter will then be referred to the Education Welfare Officer where relevant.

Home time: Collection after 3.15 pm (KS1&2) & after 11:05 am & 3.15 pm (EYFS)

- Will result in parents having to sign the 'After School' late book.
- After 3 late entries in any given term parents will be issued with £10 admin cost per child.

6.2 LATENESS

Lateness causes disruption to the smooth running of the school. Arriving late causes disruption to the class, repetition of instructions and is an unsettling start to the day for the child. This also results in the child missing assembly/lesson time which is an essential aspect of their learning and personality development. Lateness when collecting causes disruption to the staff's after school responsibilities and planned meetings.

If parents know they are going to be late in the morning or afternoon, they should call the school and leave a message, however this should not be persistent.

7.0 PARENTAL RESPONSIBILITY

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school on a regular and full-time basis. Taking unauthorised leave from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

Any problems with regular attendance and punctuality are best sorted out between the school and the parents. Parents are expected to contact school at an early stage and to work with the staff in discussing matters and resolving issues together. This is nearly always successful. Where there is cause for concern, the school will contact the Parents to discuss the reasons. These will be investigated and recommended strategies discussed to help improve.

If problems cannot be resolved in this way, the school may refer the child to the Educational Welfare Officer (EWO) at the LEA. They will also try to resolve the difficulties by agreement but, if other ways of trying to improve the child's attendance or punctuality have failed, this officer can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child under 'The Education Act 1996' Section 444 and Statutory Instrument 2001 No.562 (C.23).

Alternatively, parents may wish to contact the EWO themselves to ask for advice. They are independent of the school. Their telephone number is available from the LEA. In order for this policy to be successful every member of the school community must make attendance and punctuality a high priority. We must share our enthusiasm for education; communicate its importance to pupils and all members of the school community.