



Attendance and Punctuality Policy

Introduction

Muslims build their day around the five daily prayers which must be said at specific times. Tardiness is frowned upon and a sign of poor adab. At Lady Nafisa School we strongly promote punctuality and treat cases of tardiness seriously. For a pupil to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils.

Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance including e.g. newsletters and end of term reports.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE). Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect national attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it, the procedures that the school will use to meet its attendance targets.

School Procedures

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised (C), unauthorised (O) or as an approved educational activity (V) (attendance out of school).
2. Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

1. Pupils are expected to arrive in school at 8:05am. Morning registration will take place from **8:10-8:15** a.m. If a student arrives after 8:15am they are marked in as late. The registers will remain open till 9:15 (end of period 1).
2. Any pupil arriving after the close of registers will be marked as having an unauthorised absence (O) unless there is an acceptable explanation i.e. school transport was delayed.

3. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.
4. The afternoon registration will be at **1.35pm**. The registers will close after **10 minutes at 1:45 p.m.**
5. Parents must inform the school if their child is going to be absent on or before the first day and the reason for the absence. If no reason is given within 2 weeks the absence will become unauthorised.
6. When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible. Medical/Dental appointments must be accompanied by an appointment card or other written confirmation.

Absence from School

• First Day Absence

_ **First Day** - When a pupil is absent and the reason is known through parental contact, this is passed on to the Form Tutor and recorded in the class register. When a pupil is absent and the reason is not known parents/carers will be phoned to ascertain the reason for absence.

• Third Day Absence

_ If a pupil has been absent for 3 or more continuous days and there has been no parental/guardian contact, the attendance officer will send a letter home, copies of which are to be filed in the pupil's file.

• Continuing Absence

_ If this situation continues a second letter will be sent.

• Ten Day Absence

_ If the pupil has 20 or more sessions (10 days) of absence in any new term, the attendance officer should discuss the absences with the Head Teacher and Form Tutor and appropriate action will be taken:

_ Contact home to request an explanation and/or meeting

_ Any pupil who is absent without an explanation for 10 consecutive days will be referred to the Local Authority – (London Borough of Hounslow) who will take further action. The London Borough of Hounslow point of contact is Mr Max Dhiman (In Year Admissions Officer Secondary) from the Education Department – phone 0208 583 2000 ext 2778. The school will include details of the action they have taken. **THEY ARE NOT TO BE REMOVED FROM THE STUDENT ROLL UNTILL THE COUNCIL HAS BEEN INFORMED OF THEIR ABSENCE.**

Absence Notes

Absence notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Frequent Absence

It is the responsibility of the Attendance Officer to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parents.

Where incidents of poor attendance and/or lateness are identified through monitoring, parents will be notified in writing that this is a cause for concern. If this continues, the school will invite parents in to discuss causes and ways forward. SEE APPENDIX for sanctions.

Penalty Notices and Legal Action

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient fulltime education suitable:

[a] to his age, ability and aptitude and

[b] to any special needs he may have, either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to pupils who are of compulsory school age and are registered at school is contained within this Act.

Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

In cases of persistent absenteeism, the school reserves the right to ask the EWO to either issue a Penalty Notice Warning which could result in a fine or further legal action through the courts.

A Penalty Notice is a fine that the EWO may decide to issue instead of taking legal action through the Magistrates' Court system.

A Parent/Carer can be issued with a penalty notice if:

- they fail to ensure that their child attends school, or other education provision regularly, usually defined as six or more unauthorised absence sessions over a six week period;
- they allow their child to take leave of absence during term time without the school's authorisation;
- they fail to return their child to school on the agreed date after a period of authorised leave of absence;
- their child persistently arrives late for school after registration is closed.

A pupil becomes a 'persistent absentee' (PA) when they miss 15% or more schooling across a school year **for whatever reason**. This means that should your child's attendance fall below 85% in a six week period then this would be classed as persistent absence. Absence at this level is doing considerable damage to any child's

educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark **or** is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues.

All PA cases will be referred to the EWO and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to other pupils.

Promoting Attendance

The school will use opportunities as they arise to remind parents that it is their responsibility to ensure that their pupils receive their education.

Leave of Absence

As of 1st September 2013, the head teacher will not grant any leave of absence during term time unless there are *exceptional circumstances*. Parents should seek permission from the head teacher prior to the leave of absence period in question.

The Headteacher will determine the number of school days a child can be away from school **if** the leave is granted. Parents who remove their pupils from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may be removed from the school.

Attendance Awards

- Students will be awarded with 100% attendance certificates in assembly at the end of every term. There will be an "Attendance Board" which highlights students who achieve 100% attendance and punctuality per month.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a head teacher will be responsible for overseeing this work.

Our **schools targets are for at least 96% attendance** for all pupils.

Register and Admission Roll keeping.

The legal requirements regarding register and admission roll keeping can be found in The Education [Pupil Registration] (England) Regulations 2006.

- Attendance registers, by law, must be kept for at least 3 years;
- Entries in paper registers must be in ink;
- All corrections must be visible (no correcting fluid)

The registers are stored safely either in classrooms or the central office once registration is closed.

Categorisation of Absence

Any pupil who is on roll but not present in the school at the time of registration must be recorded within one of these categories:

- [1] Unauthorised Absence (O or U for lateness);
- [2] Authorised Absence (C);
- [3] Approved Educational Activity (V).

1. Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without a valid reason.

2. Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school. This would include:

- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

Attendance Guidance for Parents/Carers

Raise your child's attendance - Raise their chances!

At Lady Nafisa School excellent attendance and punctuality is our aim for every student. Full attendance maximises learning opportunities and parents/carers have a vital role in promoting good attitudes in attendance. Evidence shows that students who attend school regularly make better progress both academically and socially. Good attendance is essential to success in school.

90% attendance = ½ day missed every week

1 school year at 90% attendance = 4 whole weeks of lessons missed.

90% attendance over 5 years of secondary school = ½ a school year missed.

It is suggested that 17 missed school days a year = one GCSE grade drop in achievement.

We ask for support from parents/carers to:

- Ensure that their Pupils are present at every opportunity
- Arrive on time
- Avoid allowing Pupils to stay at home unnecessarily
- Avoid taking them out of school without authorisation.

We monitor attendance closely and will follow up unexplained absence with parents/carers, by telephone or by letter. The Department for Education's threshold at which a student is defined as 'persistently absent' is 15% (down from 20% previously). Where a student's attendance record reaches a concerning level, we will contact you to discuss ways in which the school can support you and your child.

The school attendance target of 95% is the minimum that we expect for all students. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress.

Reporting Absence

What to do if your child is ill:

If your child is too ill to attend school, parents/carers should contact the School Administrator as soon as possible. The telephone system allows callers to leave a message 24 hours a day. Alternatively you can email at admin@ladynafisa.org.

Please give your child's name, Year Group, the reason for the absence, and how long you expect the absence to last. We ask that you contact us each day that your child is absent unless you have given us an indication of how long the absence will last. On your child's return following an absence, we request that parents/carers write a brief note explaining the absence. The student should hand the note in at the School Office.

What to do if your child has an appointment:

We ask that, where possible, you make routine medical and other appointments out of school time. If this is not possible, we require notification in advance. Please telephone, email or provide a note from home or appointment letter/card to confirm the appointment. In most cases, your child should attend school before the appointment and return to the school afterwards wherever possible. Students should bring a note from home to the School Office when it is time for them to sign out and sign back in on their return.

Punctuality

All students are expected to arrive to school on time and be ready and punctual to lessons. This is a minimum expectation. Students should arrive for 8.05 a.m. Students are expected to be in registration by 8.10 a.m. ready to start learning. After 8.15 a.m., students will be marked as late. See attached diagram showing sanctions for poor punctuality.

Holidays in term time

The Government strongly urges parents/carers to avoid taking their Pupils out of school for family holidays as this will disrupt their education. Whilst we understand the difficulties parents/carers may have in organising holidays during the school holidays and the benefits to be had from cheaper term-time holidays, this type of absence is detrimental to a child's education.

There is a common misconception that any child is allowed to take 10 days holiday per year. This is not true. Parents are entitled to request leave of absence from the school. The Head teacher has the discretion to allow up to 10 days in any academic year for the purpose of a family holiday only where there are **special circumstances**. Other factors will be taken into account, such as:

- The time of year the child will be absent (no requests will be granted at the start of a new academic year, during exam time), or for any student in Y11
- The attendance record of the student
- The number of previous requests for family holidays

Any request should be made well in advance and in writing. We will consider all requests individually, **although family holidays will only be authorised in the most exceptional circumstances**. Where a parental request has been refused, and parents/carers continue to take their child out of school, this absence will be recorded as unauthorised. Please contact the Headteacher should you wish to discuss the matter further.

Leave of absence for other reasons

Absence will not be authorised for reasons such as shopping for uniform, birthdays, day trips, etc. If parents/carers wish their child(ren) to be absent for other reasons, such as compassionate leave, special family events, or to participate in sporting competitions etc, application should be made in writing, in advance where possible, or by telephone/email to the Headteacher.

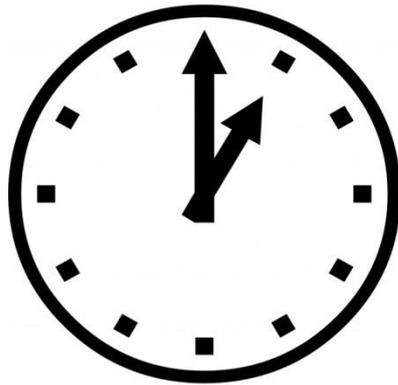
Every School Day Counts

- Days off school add up to lost learning
- Every school day counts!
- We have extra holiday time (state schools have 175 days) so each school day is even more important!

<u>187 days</u> to spend on family time, visits, holidays, shopping, family events and other appointments				
178 school days in a year. 178 days for your child's education	8 days absence	17 days absence	26 days absence	36 days absence
	170 days of learning	161 days of learning	152 days of learning	142 days of learning
100%	96%	90%	85%	80%
GOOD Best chance of success. Gets your child off to a flying start!		WORRYING G Less chance of success. Makes it harder to make progress		<u>SERIOUS CONCERN</u> Not fair on your child. Possible legal action.

Good time keeping at Lady Nafisa means.....

.....being in school, on time, everyday, ready to learn.



30 MINS LATE

IF YOU ARE 5 MINUTES LATE EVERYDAY	IF YOU ARE 10 MINUTES LATE EVERYDAY	IF YOU ARE 15 MINUTES LATE EVERYDAY	IF YOU ARE 20 MINUTES LATE EVERYDAY	25 MINS LATE	
2 DAYS LOST	4 DAYS LOST	6 DAYS LOST	8.5 DAYS LOST	11 DAYS LOST	13 DAYS LOST
Poor punctuality – Less chance of success		<u>Very poor punctuality</u> -serious impact on education and reduced life chances.			

DID YOU KNOW? If you are 10 minutes late each day you will have missed nearly 1 week of school in one year?

PUNCTUALITY SANCTIONS 2016-2017

REMEMBER

8:05am – Doors open

8:10am – Registration

8:15am- Arrival after 8:15am, marked in as late.

9:15am – Arrival after 9:15am, marked absent.

1 LATE IN THE HALF TERM →	Text message sent home
2 LATES IN THE HALF TERM →	30 Min lunch time detention
3 LATES IN THE HALF TERM →	Fine (£1 paid at the door) and 30 min afterschool detention. Year 11 will lose School Leaving privileges for 5 days.
4 LATES IN THE HALF TERM →	Letter sent home and 1 hour afterschool detention
5 LATES IN THE HALF TERM →	2 weeks on report
6-9 LATES IN THE HALF TERM →	Parents meeting
10 – 15 LATES IN THE HALF TERM →	Internal morning exclusion

~ Attendance Strategies – A Summary of the Escalation Process

Stage	Attendance & Punctuality	Strategy	Expected Outcome	By whom
All Students		Letter to parents to outline expectations – include target attendance level of 96% as a minimum.	Procedures are clear and transparent and the importance of good attendance and its relationship with attainment shared so that parents will be more likely to ensure that their child is in school.	Head
		Attendance included on	Current attendance is known	Admin

		Pupil Progress Reports (three times per year).	so that a target can be set.	
		Attendance included in newsletters.	Raise the profile of attendance so that stakeholders understand its importance and are more likely to send students to school.	Admin
		Text parents	Parents fully informed when their child is late and can follow up at home	Admin
		Assemblies	Constantly promote the value of good attendance so that students come to school.	All staff
Stage 1	98% - 100%	Attendance trophy at the end of the year for 100% attendance.	Reward students for their good attendance and promote it TERMLY.	Head
Stage 2	94% - 86%	Conversation with Form Tutor.	Remind students of the importance of good attendance and its link with achievement and attainment.	Form Tutors
		Letter sent home, if persistent then attendance meeting with students / parents / Head teacher.	To improve attendance by: promoting its importance; ensuring that there are no underlying issues; ensuring that the school is doing all that they can to meet student needs; to hold parents/carers more accountable.	Head teacher
Stage 3	At risk of becoming persistent absentee if current attendance trends continue.	EWO involvement. Legal proceedings considered.		Head teacher
Stage 4	Persistent Absentee (attendance has been so poor they have already met the persistent absence criteria of 80% for the whole year).	Safeguarding checks. Weekly contact with school. EWO involvement. Legal proceedings considered.		Head teacher

Signed and approved by Headteacher: FOUZIA BUTT

Signed and approved by Chair of Governors:

Policy updated: 27/08/2016

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