



Attendance and Punctuality Policy

Quwwat Ul Islam Girls' School Aims

Quwwat Ul Islam Girls' School strives to meet outstanding standards of education for all of its pupils. In order to do this, the school recognises that maintaining exceptional levels of attendance and punctuality of the pupils is essential.

Quwwat Ul Islam Girls' School aims towards an ultimate goal of 100% attendance and punctuality throughout the whole school. It is vital that the school and parents and guardians work together to ensure that pupils attend school every day and arrive in a timely fashion.

School attendance is subject to various Education laws and this Attendance and Punctuality Policy is written to reflect these laws and the guidance given by the Department for Education and Skills.*

The school will monitor attendance and punctuality across the whole school and will implement measures in order to improve levels.

The school will endeavour to keep attendance and punctuality levels above 95% at all times.

Quwwat Ul Islam Girls' School Daily Procedures

It is the responsibility of the class teacher or form tutor to accurately record a pupil as: authorised absent, unauthorised absent or approved educational activity (attendance outside of school) each morning. In Primary school, the class teacher also marks the afternoon register, whilst in Secondary school; teachers are required to mark attendance for each session throughout the day. If the teacher taking the register does not know the reason for the absence (ie: has not been informed by Office staff), then an unauthorised absence must be recorded in the first instance. Office staff may then later update the register according to whether the absence was later authorised. Lateness and absence figures will be recorded daily, and weekly trackers will be viewed by the Head Teacher and Management staff.

Lateness

Pupils are expected to be in school before 8.30am (for Secondary pupils) and 8.45am (for Primary pupils). If pupils arrive after this time, they must sign in at Reception (Primary pupils must be accompanied by a parent or guardian) and they will be marked as late. When pupils arrive after registration has closed (8.50am for Secondary and 8.45am for Primary), an unauthorised absence will be recorded for the morning session. Where pupils arrive late due to a medical appointment, an authorised absence for the morning session will be recorded (providing a note written and signed by the parent/guardian is handed in to Reception).

Rewards

Pupils with attendance and punctuality levels of 100% will be rewarded in the end-of-school assembly by the Head Teacher.

A reward at the end of the year will be available to one class in Primary school and one class in Secondary school who have the fewest recorded lates. 'Punctuality Charts' will be displayed in the Reception area to track class punctuality throughout the year.

Sanctions

The names of pupils who arrive late to school are collected by the Education Welfare Officer. Secondary children who arrive late to school will be asked to perform duties around the school for the duration of the day between classes and at break and lunch times. **For every two lates recorded, an administrative fine of £5 must be paid.** A note of this will be made on the child's permanent record. Parents will be notified of this via phone (if the parent/guardian is out of reach, a note will be made in the planner) by the Education Welfare Officer. If during any one term lates exceed three then parents will receive a phone call home from the Head Teacher. If lateness persists, parents will receive a letter home and will be asked to attend a meeting with the Head Teacher and the Office and School Relations Manager to discuss the reasons for poor punctuality. A copy of the letter and the results of the meeting will be recorded on the pupil's permanent record.

Absence

When a child is absent, a parent/guardian must phone the school between 8.00am and 11.00am on the day. If the school does not receive a phone call, then the parent will be contacted during the course of the day.

When a child returns to school, she must hand in an authorisation note (written and signed by a parent or guardian) to Reception.

If a child is absent for more than 2 days without any successful contact being made with the parents, a letter will be sent home requesting that contact be made with the school.

If a child is absent without a known reason for more than 10 consecutive days, the Education Welfare Officer will notify the Head Teacher, who may contact Social Services.

Authorised and Unauthorised Absence

The school cannot authorise an absence unless the reason given can be considered as authorised. These reasons are: medical, medical appointment or dental appointment, family bereavement or agreed holiday.

Rewards

Pupils with 100% attendance will be rewarded by the Head Teacher at the end of the year.

Holidays

The school strongly advises against taking children out of school during term-time. However, the Head Teacher is able to authorise holidays of up to 10 days, providing an acceptable reason is given, and that the request is made at least two weeks before the holiday commences. Parents or guardians must collect a holiday request form from Reception and return it at least two weeks in advance. If the Head Teacher does not authorise a holiday for any reason, and the holiday is still taken, the school may take the child off roll.

Cause for Concern

If a child's absence and punctuality record become a cause for concern, parents will be asked to attend a meeting at the school with senior management. Where appropriate, the school may contact Social Services to relay the concerns and seek advice on how to proceed.

In circumstances where a pupil's absence and/or punctuality is consistently poor, Quwwat Ul Islam Girls' School reserves the right to refuse to re-admit that pupil for the next academic year.

Attendance and Punctuality in Year 10 and Year 11

As the GCSE years are critical to our pupils' education, we expect all pupils in Years 10 and 11 to adhere completely to the above guidelines. Low attendance and punctuality levels directly affect a pupil's performance in her GCSE examinations. Therefore, if a Year 10 or 11 pupil's attendance and punctuality fall below 90% the Education Welfare Officer will inform the Head Teacher, who reserves the right to withdraw the pupil from some or all of her examinations.

Zero Tolerance Policy

Parents are reminded that Quwwat Ul Islam Girls' School operates a zero-tolerance policy. Any parent whose conduct towards staff is considered to be threatening or inappropriate may be asked to vacate the premises. Parents are also reminded that staff collecting information about absence and punctuality are doing so only in the interest of pupils' welfare and education.

Register Security

The Primary school registers must be handed to the Office after morning registration and to Reception after afternoon registration.

The Secondary register will record attendance in each session. The class teacher must keep the register with them during the class, and hand to the appointed monitor to take to the next class. During break and lunch times, the registers must be handed to Reception.

All registers are stored securely at the end of each day. Data is transferred onto the electronic register by Office staff. Data on the Electronic Registers is stored according to Data Protection Guidelines.

Registers are only to be filled out by teachers. Pupils must not be asked to complete the register on behalf of a teacher. Teachers found to be neglecting this responsibility will be subject to disciplinary 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 full-time 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 children who are of compulsory school age and are registered at school contained within this Act.

Part V1 section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006