

Quwwat-ul-Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Attendance & Punctuality Policy

PRINCIPLES- ATTENDANCE AND PUNCTUALITY POLICY

- Regular and full time attendance is linked directly to attainment and is essential for pupils if they are to benefit fully from their school life.
- It is essential 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

- Individual parents are approached where there is concern about their child's attendance or punctuality.
- Certificates to reward children for excellent attendance & punctuality.
- Weekly assembly to celebrate punctuality/attendance
- This policy is available for parents to access in the school office and on the school website.

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 of school hours to avoid unnecessary disruption in the child's education.

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.

UNAUTHORISED ABSENCE

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

- If 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 (**8.30am secondary/ 8.45am primary**) 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 and hinder their personal, social and emotional development.

COMMUNICATING ABSENCE

ILLNESS

- Parents have a responsibility to inform the school if their child is ill. Parents must contact the school office by way of telephone on: **02085484736** or the school mobile on: **07538535506** on the first day of absence by **09.00 am** stating the nature of the illness and when the child is likely to return.
- Parents are responsible to ensure that formal notification is given to the school office explaining the reason for the absence. If we do not receive notification, the absence will be recorded as unauthorised.
- For short periods of illness the parent must make daily regular contact with the school and provide any documentation that may be requested.
- For long periods of illness the parent must provide valid medical documentation. In some circumstances further evidence of a child's illness, such as a doctor's note or official documentation may be requested.

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 office before the appointment. For emergency appointments a note will be accepted when the child returns to school.

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 by the office to 'sign out' on behalf of the child.

FAILURE TO INFORM SCHOOL

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

HOLIDAYS

The school implements a **ZERO tolerance policy on holidays taken during term time** please note this also applies to leave requested for **umrah** during term time. Holiday leave will only be **granted for Hajj up to a maximum of 10 days** and for no other reason. **However please note where Hajj falls within the school holidays NO LEAVE WILL BE GRANTED.**

UNAUTHORISED ABSENCE EXCEEDING 3 DAYS

- If the pupil does not attend school for over 3 days or has 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 Quwwat ul Islam Girls' School parents will be required to pay the one off intake **fee of £300.**

Please note that during this period of absence we reserve the right to offer the place to other children currently on our waiting list.

EDUCATION & TESTS

Emergency leave will be refused where children have already missed a lot of work or at crucial times of the year. It will not be granted to Year 2 or Year 6 pupils at the time of national tests and the preparation period leading up to them; this also includes assessment weeks which take place every term for our primary students. Subsequently emergency leave will not be granted to Year 10 and Year 11 due to GCSE exams and vital content that needs to be covered and is essential for achieving high attainment levels.

When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind her year 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 directed quality teaching time.

In general terms it is our policy not to provide your child with the work which is planned for her year 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.

PUNCTUALITY

ARRIVAL & COLLECTION

- For Secondary students school begins at 8.30 am and finishes at 3.00pm
- For EYFS/Primary students school begins at 8.45 am and finishes at 3.15pm – Prompt collection is required

Secondary - Arrival after 8.30 a.m. will result in:

- A late mark in the register/verbal warning
- After the second late entry in any given term, parents will be sent a warning letter.
- On the third occasion in the same term parents will be issued a £50 fine per child
- After this they will be asked to attend a meeting with the Head teacher to discuss the matter in more detail.
- If repeated, unexplained lateness or persistent lateness continues without an acceptable reason the matter will then be referred to the Education Welfare Officer.

Primary - Arrival after 8.45 a.m. will result in:

- A late mark in the register/verbal warning
- After the second late entry in any given term, parents will be sent a warning letter.
- On the third occasion in the same term parents will be issued a £50 fine per child
- After this they will be asked to attend a meeting with the Head teacher to discuss the matter in more detail
- If repeated, unexplained lateness or persistent lateness continues without an acceptable reason the matter will then be referred to the Education Welfare Officer.

Home time: Collection after 3.15 pm (KS1&K2)

- Collection after 3:35 will result in parents having to sign the 'After School' late book. And collect their child from the library.
- After 2 late entries in any given term parents will be issued a £5 fine for every additional late per child.

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 personal development. Likewise, 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 number: 02085484736 or school mobile on: 07538535506 and leave a message.

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 attendance and punctuality.

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.