

# Quwwat ul Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

[www.quwwatulislam.com](http://www.quwwatulislam.com)

*Together we can achieve more*

## Attendance and Punctuality Policy

# **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 on time.

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.

## **Absence**

When a child is absent, a parent/guardian must phone the school between 8.00am and 9.30am 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 a 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 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. Upon return, the parent must provide evidence for the pupil absence, medical or otherwise.

### **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 (8.45am for Secondary and 8.55am 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).

### **Sanctions**

- The first late will result in a verbal warning.
- The second late will result in a letter sent home addressing the matter. (For secondary students this will also include a 1 hour detention).
- Upon the third late a £50 fine will be issued.(for both primary and secondary)
- Upon the fourth late a meeting will be arranged with the head teacher to discuss the matter.

### **Late pick ups**

Secondary pupils are dismissed at 3.00pm and are expected to be collected by 3:30pm at the latest. Where consent is provided by parents pupils are allowed to leave the premises by 3.30pm

Primary pupils are dismissed at 3.15pm and are expected to be collected by parent/guardian directly from the class teacher in the school playground.

Parents must inform the office beforehand if arrangements have been made for another adult to collect the pupil. (Parent/guardian must provide the adult's name/relation to the pupil).

All staff members reserve the right to contact parents directly if they are unsure or have not been informed of any changed arrangements in collection of the pupil in their care at the time of dismissal.

To ensure the safety of all our pupils' primary pupils will be recorded as late after 3:30pm and will be taken upstairs in to the library.

On collection parents will be asked to sign the lates register before pupils are allowed to leave the premises.

## **Enrichment Clubs**

For any students attending after school enrichments, parents must ensure the student is collected promptly at 4:00pm. Students who remain at 4:10pm will be recorded as late and on the third occasion the child will be removed from the enrichment. They will not be allowed to take part in the enrichment thereafter.

## **Please note sanctions will apply – see above**

## **Rewards**

Pupils with 100% attendance will receive a Head Teacher's award at the end of the year.

## **Holidays**

The school will not authorise holiday during term-time. However, in exceptional circumstances the Head Teacher is able to authorise emergency leave of up to 5 days, providing an acceptable reason is given. Parents or guardians must collect an emergency leave request form from Reception and return it to the school immediately. If the Head Teacher does not authorise leave for any reason, and the leave 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. Holidays will not be authorised for Year 10 and 11 pupils.

### **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 staffs collecting information about absence and punctuality are doing so only in the interest of pupils' welfare and education.

### **Register Security**

The Primary school registers are delivered upstairs to Primary by the Welfare officer and are left in the Deputy Head teachers office to be collected by the register monitor and must be handed back to the Deputy Head teacher's office after each morning registration and afternoon registration.

The Secondary register consists of am/pm main register which must be handed to the reception after morning and afternoon registration.

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**