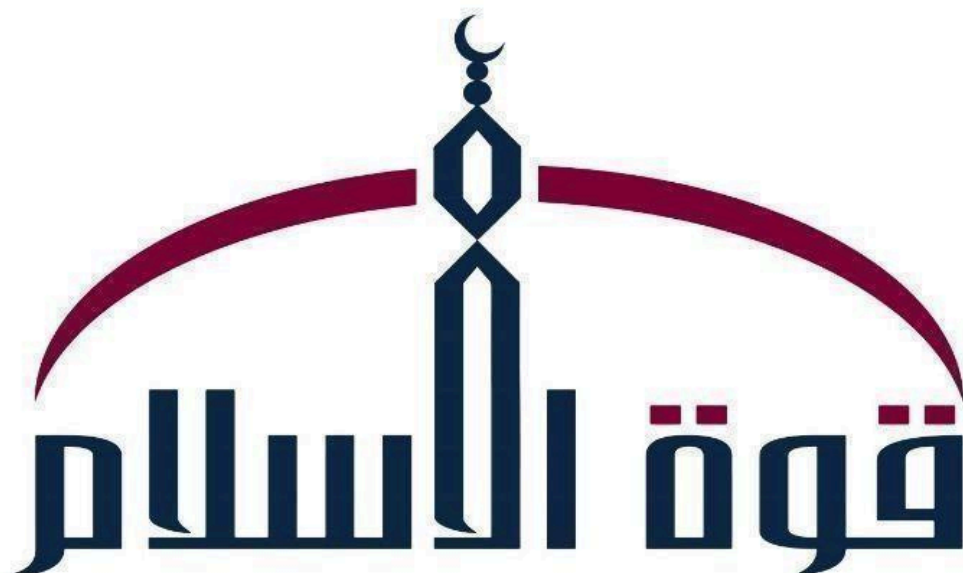


Quwwat-ul-Islam Girls' School



QUWWAT-UL-ISLAM GIRLS' SCHOOL

www.quwwatulislam.com

Together we can achieve more

Attendance and Punctuality Policy

Published Date	January 2026
Review Date	March 2027
Policy Links	Behaviour Policy Child Protection and Safeguarding Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

School Aims:

- ❑ To ensure that all pupils whatever their race, gender, age or ability feel valued and supported to achieve their best
- ❑ To promote positive learning attitudes and behaviour and create safe and effective learning environments where all children and staff show mutual respect for one another
- ❑ To provide effective and strategic leadership at all levels
- ❑ To deliver high standards of teaching that enable children to make progress and reach high standards of attainment

Introduction

This Policy has been agreed by the Trustee Management of Quwwat-ul-Islam Girls' School and represents the school's commitment to striving for 100% attendance by all our children. It sets out the principles and procedures the school will undertake. Strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for and benefits of good attendance.

This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

Policy Rationale

- ❑ Regular patterns of attendance and punctuality from EYFS onwards are key factors in raising achievement
- ❑ All children and young people aged between 5 and 16 have the right to full time education. Schools and Local Authorities have a duty to ensure they take up this right
- ❑ Positive attitudes to attendance enable pupils to optimise their opportunities both at school and in later life
- ❑ Irregular attendance may lead to disadvantage and inequality, place pupils at risk, isolate them from their peers and may result in unsettled behaviour
- ❑ Regular attendance is crucial to ensure equal access to the curriculum for all pupils

Guiding Principles

- ❑ Receiving a full-time, suitable education is a child's legal entitlement. It is the legal responsibility of parents / carers to ensure this happens
- ❑ Attending school regularly aids intellectual, social and emotional development
- ❑ Attending school regularly safeguards the welfare of children
- ❑ All children whose attendance is poor will be treated as vulnerable

These principles are enshrined in British law, within the Education Act 1996, the Children Act

1989, and other associated pieces of legislation.

Aims of the Policy

- To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development
- To discharge the school's duty to safeguard the welfare of its pupils to the best of its ability
- To ensure that all those responsible for children's education (including parents, carers, staff and trustees) understand and accept their responsibilities in relation to attendance
- To minimise absence from school, thereby reducing levels of persistent absence.
- To improve the life chances of children who attend Quwwat-ul-Islam Girls' School and prepare them to be fully contributing citizens when they reach adulthood
- To work with families to identify reasons for poor attendance and aim to resolve these wherever possible

Policy Objectives

- To safeguard the welfare, health, social and emotional development of children
- To improve pupils' achievement by ensuring high levels of attendance and punctuality
- To achieve a minimum of 97% attendance for all children, apart from those with chronic health issues
- To create an ethos in which good attendance and punctuality are recognised as the norm and valued by the school
- To ensure that the policy applies to reception aged children in order to promote good habits at an early age
- To reduce persistent absence
- To eliminate term time holidays/leave of absence

Promoting Attendance:

The Trustee Management, Head teacher and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These will include the home/school agreement, QUIGS newsletters, rewards and incentives for good or significantly improved attendance.

The head teacher will not grant leave of absence during term-time unless there are exceptional circumstances. The Head teacher will determine the number of school days a child can be away from school if the leave is granted (**a maximum of 5 days only**). However, discretion will only be exercised in the **most exceptional** circumstances. In such cases the Head teacher will specify the date when the child must return to school and request evidence where necessary.

We are unable to accept medical evidence provided from overseas. If a child has been unwell whilst abroad, medical evidence from the child's GP or hospital in the UK is required upon return to school.

If a child is taken on holiday during term-time, without obtaining the school's agreement, a fine will be issued. Parents will be required to pay **£60** per child per day for each day of unauthorised leave. In cases of persistent absence the school will seek advice from the local authority. In very serious cases of poor attendance for no acceptable reason, the school may involve other agencies such as social services to help safeguard the welfare, development and educational potential of the child.

Responsibilities of Parents/Carers in Partnership

The Trustees and staff of QUIGS want to work in partnership with parents to ensure that children are as successful as they can possibly be. This means being in school as near to 100 % of the time as possible. It is parents' responsibility in law to ensure their child attends regularly and on time.

Understanding types of absence coding

Every half-day absence from school is classified by the school as **AUTHORISED** or **UNAUTHORISED**. Information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc.

Types of absence that are likely to be authorised are sickness (with sufficient proof), medical or dental emergencies which inevitably fall in school time. Parents are asked to inform the school office on the **first day** of the child's absence between, **7:45 am - 8:00 am** and each consecutive day of the absence before the start of the school day.

Examples of types of absence that are not considered reasonable and will not be authorised under any circumstances are: Going shopping with parents, birthdays, minding other younger children in the family, staying at home because other members in the family are unwell, attending appointments with other family members, day trips, holidays taken during school holidays that exceed term time dates that have not been previously agreed, arriving at school too late to get a present mark and truancy.

Emotional based school avoidance

Parents/Carers should do everything possible to encourage their child to attend school on a daily basis. If the reason for their reluctance appears to be school-based, such as difficulty with work or disputes with peers, parents should discuss this with the school at the earliest opportunity. The school will do everything possible to resolve the issue. Colluding with your child's reluctance to attend is likely to make the matter worse.

School phobia is a psychological condition that is medically diagnosed, and in these cases other arrangements may be made for the child's education or involvement of other agencies such as Child and Adolescent mental health services (CAMHS).

School procedures

All staff will follow the below procedures carefully and class teachers must ensure that they complete the register on the school MIS, daily with accuracy.

Registration and Punctuality Procedures:

Registers are taken twice a day, once at the start of the school day, and once during the afternoon session. Pupils arriving before the end of the registration period will be coded **L** (Late before registers close) which is a present mark. The number of minutes late will be recorded on the register. Pupils arriving after the registers have closed will be coded **U** (Late after registers close) which counts as an unauthorised absence.

Only the Head teacher can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view and evidence of the reason cannot be provided, the absence will be coded as **O** (Unauthorised absence).

Absence notes received from parents/carers will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation or legal action.

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 only**, providing an acceptable reason for the emergency is stated and evidence is provided.

Parents or guardians must complete and return the, '**Term Time Absence Leave Request form**' (please see attached form for more details – **Appendix 1**) which can be obtained from the main school office and must be returned to the school fully completed and accompanied by any evidence **prior to taking leave**.

If the Head Teacher does not authorise leave for any reason, and the leave is still taken, a fine of **£60** will be implemented and the school reserves the right to remove the student off roll and contact the relevant authorities as this will be viewed as a safeguarding concern.

Failure to return back to school from a holiday abroad, at the beginning of a term will result in the above fine being applied. Evidence will be required, this may include, evidence of booking dates and times, boarding tickets, evidence of test results, quarantine restrictions and the most current government guidelines will be taken into consideration.

Cause for Concern:

If a child's absence and punctuality record become a cause for concern, parents will be sent correspondence via email/letter to highlight concerns. Where appropriate, the school may contact the local authority's Children's Social Care Team to relay their 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.

First Day Absence Contact

Parents are expected to notify the school on the first day of the child's absence if their child is unable to attend for any unavoidable reason, such as illness. This may be in the form of a letter, a phone call, email or verbal explanation to the School Office. Unfortunately, explanations by the child or their siblings are not accepted. If the school does not receive notification, the parent/carer will receive a telephone call, to ascertain the reason for the absence.

If the child is absent due to illness, medical evidence will be requested to support the absence. This can be a copy of a prescription, doctor's certificate or the label from prescribed medicine.

Class teachers and administration staff will be attentive for patterns of absences e.g. mostly Mondays or Fridays. If such a pattern is spotted, it will be brought to the attention of the Welfare Officer.

Second Day Absence Contact:

If the child remains absent for a second day without contact from the family, a telephone call will be made to again attempt to ascertain a reason for absence.

Continuing Absence Procedures:

If a phone call has been made to the family on the first and second day of the child's absence and there has been no reply, the school will make telephone calls to the family on the third day of absence. In the event of an absence of three or more days without contact from the family, the school will decide whether a home visit is needed.

Any child who is absent without explanation for 12 consecutive or cumulative sessions (6 school days) (**90% attendance**), or who has a pattern of erratic attendance or persistent lateness after registers close may be referred to the local authority's Children's Social Care Team, in order for further investigations to be made.

Children's attendance will be monitored according a traffic light system

Green 100% - 97%	Less than 6 days' absence a year Less than 30 Hours of Learning Lost Excellent attendance! These young people will almost certainly get the best levels/grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.
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Amber 96% - 93%	10 days' absence a year 50 Hours of Learning Lost These pupils are less likely to achieve their target levels/grades and will start to find it difficult to maintain a habit of attending school regularly. Pupils who take a 2-week holiday every year can only achieve 95% attendance.
Red 92% - 90%	19 days' absence a year 95 Hours of Learning Lost The Government classes pupils in this group as "Persistent Absentees", and it will be almost impossible to keep up with work and achieve their target levels/grades.
Less than 90%	The child is classed as a Persistent Absentee (PA) If PA continues a referral will be made to the Local Authority's Children's Social Care Team

Absence Procedures:

Regular monitoring of the registers takes place to identify pupils with a pattern of absences that may lead to Persistent Absence (PA). The Welfare Officer is responsible for identification of any emerging concerns, and putting in place actions for each pupil of concern. Initially the school will try to resolve the problem with parents/carers, but if the pattern continues a referral to the local authority's Children's Social Care Team may take place.

Consequences of Poor Attendance:

For pupils whose attendance fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequence may require action to be taken under the Children Act 1989 to protect the welfare and development of the child.

Children who Cease to Attend without Prior Notification (Child Missing in Education) procedures

Procedures for trying to trace children who cease to attend without prior notification are covered in detail in the local authority's CME Policy and Procedures, more details can be accessed by visiting the following link: <https://www.newhamconnect.uk/Services/3074#>

If, **after ten days continuous absence** the school has been unable to ascertain the whereabouts of a pupil, a referral of the child's details to the local authority will be made for it to perform further inquiries.

If **after 20 days continuous unauthorised absence, their whereabouts cannot be traced, they will be removed from the school roll.** However, this decision will be taken in conjunction with the local authority, depending on the vulnerability of the child/family.

Non starters:

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family for a **ten-day period** after their expected arrival, the pupil's details will be referred to the local authority CME team for further checks.

Reporting attendance and punctuality

It is a legal responsibility to include attendance on a child's annual report. This information includes the number of authorised and unauthorised absences out of the maximum number of possible attendance, together with the number of late marks. This information is also reported at parent consultation events. It is of vital importance that this information is accurate. This is the responsibility of all staff.

Action taken by the School Welfare Officer in relation to the absence or punctuality of an individual pupil is recorded on a monitoring sheet, which is kept by the Welfare Officer and may be recorded on the school's safeguarding system. If attendance fails to improve despite the involvement of the school, the case will be referred to the local authority's Children's Social Care Team.

Vulnerable Children

Children who have Looked After Child (LAC) status, former Looked After Child status, children who are subject to a Child Protection Plan (CP) or a Children in Need plan (CIN) will be treated with the highest priority. Any unexplained absence will be followed up immediately by a telephone call. The Designated Lead for Safeguarding or the assigned member of the Safeguarding Team for that pupil will be alerted of every first day absence for these pupils so the allocated social workers can be informed. Conversations with the Welfare Officer and Designated Lead for Safeguarding take place daily to make risk assessment judgement and decide appropriate actions.

Children with highly significant Special Educational Needs or disabilities (SEND) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

Children on the "at risk" register are only taken off role with permission of the Head teacher.

Punctuality

Poor punctuality is not acceptable. If any child misses the start of the day they miss work and do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late can disrupt lessons, be embarrassed by their lateness and therefore absence may be encouraged.

For **Secondary** students the **school day starts at 8:00 am**. Any child will receive a late mark if they are not in by that time.

At 8:15am the secondary registers are closed. If any child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean that they have an unauthorised absence. This is a **U** code which means arrival after registers have closed.

For **Reception to Year 6 students**, the **school day starts at 8:15 am**. Any child will receive a late mark if they are not in by that time.

At 8:30am the registers are closed. If any child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean that they have an unauthorised absence. This is a **U** code which means arrival after registers have closed.

For safeguarding purposes, if a child arrives late and there is no member of staff on duty outside, it is the responsibility of the parent or carer to accompany the child to the main office and provide a reason for their lateness.

Procedure for late arrival of secondary students

Step 1	WO to log lateness on tracker, a 15 minute on the spot detention will be issued t
Step 2	If a child is late on four occasions within a single term, they will be issued with a one-hour detention to be sat on the following week (Wednesday) A letter will be sent home to inform parents/carers

Late collection of students

Secondary pupils are dismissed at 3.25 pm, Secondary students are expected to leave the school building and not loiter outside the school premises or around the vicinity of Chaucer Road or Upton Lane.

Primary KS1 and EYFS pupils are dismissed at 3.05pm and are expected to be collected by parent/guardian directly from the class teacher. A late collection will be recorded at 3:15pm. Parents will be asked to sign the latest register before pupils are allowed to leave the premises

Primary KS2 pupils are dismissed at 3.15pm and are expected to be collected by parent/guardian directly from the class teacher.

A late collection will be recorded at 3:25pm. Parents will be asked to sign the latest register before pupils are allowed to leave the premises

Parents must inform the office beforehand if alternative arrangements have been made for another adult to collect their child. (Parent/guardian must provide the adult's name/relation to the pupil when calling the office). For safeguarding purposes, the school will issue a collection code, which must be shared by the parent or guardian with the nominated adult. The adult collecting the child must provide this code upon arrival to ensure the child is safely released into their care.

All staff members reserve the right to contact parents directly by phone 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.

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. Studies clearly indicate that low attendance and punctuality levels directly affect a pupil's performance in attainment and progress. Please note that college references will include a record of each pupil's attendance and punctuality. It is therefore vital that students take responsibility for meeting these expectations, as they form part of how future education providers assess a candidate's reliability and commitment.

Therefore, if a Year 10 or 11 pupil's attendance and punctuality falls below 90%, the Welfare Officer will inform the Head Teacher, who reserves the right to withdraw the pupil from some or all of the GCSE examinations.

Please note: Under no circumstances will holidays be authorised for Year 10 and 11 pupils.

Enrichment Clubs

For any students attending after school enrichments, parents must ensure students are collected promptly at 4:00 pm. Students who remain on site after 4:05 pm will be recorded as late and on the second occasion if the child is collected late, unfortunately the child will be removed from the enrichment club. The child will not be allowed to take part in the enrichment thereafter.

Recognition of achievement

The school has a number of systems for the recognition and reward of children's achievements and good attendance:

- Children obtaining 100% attendance/punctuality are awarded in an assembly at the end of each term.
- Classes with the best attendance/punctuality are rewarded termly with a 'special lunch' served by the HT/DHT
- Parents and classes are notified regularly of classes with the best attendance and whole school attendance via the school website, whole school display board and weekly newsletter

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 best interest of pupils' welfare and education and in line with KCSIE guidelines.

Appendix 1

Quwwat-Ul-Islam Girls' School



Term Time Leave of Absence Request Form

Term Time Absence Leave Request

Parents are strongly advised not to request leave during school time and do not have the right to take their child out of school without authorisation. A child who is absent for longer than the duration permitted, can legally be removed from the school roll. The school will consider each case individually, taking into account the student's overall attendance and reason for leave.

It is very important that children attend school regularly to achieve their full potential. Children who miss out on school can feel vulnerable and left behind. Family requested absence in Term-time is very disruptive and can seriously affect a child's education.

On average, children who miss 17 or more days in a school year lose one full grade in their GCSEs.

Parents **do not have the right** to remove their children from school during term-time. By law, they are required to make an application to the school before taking their children out of school during term-time. It is absolutely at the SLT's discretion to decide whether an absence should be authorised. SLT will only authorise absence in term time when there are genuinely exceptional reasons for a child to miss school.

Absence in term-time will **not** generally be authorised under the following circumstances:

- ☐ During national or school tests or examinations.
- ☐ Non-emergency circumstances
- ☐ When a child's attendance is below 95% and punctuality level below 90%
- ☐ If the child has been suspended, is on report or on probation following a behaviour-related incident
- ☐ During the month of September;
- ☐ for more than 5 days during term-time in any school year.
- ☐ For KS4 students
- ☐ **The cost, convenience or availability of a particular holiday will not be taken into consideration.**

Absence in term-time will only be authorised if parents or guardians make a request to the school sufficiently in advance on the appropriate form and can sufficiently demonstrate that there are genuinely exceptional reasons why the absence has to be in term-time.

The school reserves the right to request relevant documentation to verify the leave request; the documentation may include, and is not exclusive to, medical evidence, booking confirmations and authorised requests from the school/s of any siblings. Parents are advised against making any

arrangements or plans prior to completing the 'Term Time Absence Leave Request form' and obtaining authorisation in writing from the SLT.

If an absence has not been authorised by the SLT and parents/guardians remove their child from school, their child's absence will be recorded as unauthorised in the class register.

Absence for performing Hajj may be agreed by the SLT, but will not exceed 10 days, in any school year. **This will only be applicable if the child herself is performing Hajj, proof of which will have to be provided to the school.**

Please Note:

Parents or guardians who take their children out of school without permission will be fined £60 for unauthorised absence. All unauthorised absences that exceed a period of 10 school days will be referred to the Local Authority's Children's Social Care Team.

All fines must be paid prior to the child returning to the school.