

Attendance & Punctuality Policy

Approved by:	Hardeep Sandhar
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Position:	Headteacher
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Attendance and Punctuality Policy

Tarbiyyah Secondary School for Boys believes that all pupils should attend school regularly giving pupils the best opportunity to achieve to the highest possible level. As a school we strive to work with pupils, parents and agencies in order to improve all students' attendance so that they reach their full potential.

Tarbiyyah Secondary takes into account the regulations in the:

- Education Act (1996)
- The Education (Students' Attendance Records) Regulations (1991)
- The Education (Student Registration) Regulations (1995 amended 1997)
- Social Inclusion: Student Support, DfES Circular 10/99)

Aims

The aims of this policy are:

- To strive to improve the school's yearly attendance target
- To reduce the number of authorised and unauthorised absences
- To foster links with the Attendance Service, parents, feeder primary schools and the local community in order to improve attendance
- To develop strategies to help pupils improve attendance and develop support mechanisms for those with attendance issues
- To ensure that pupils achievements and progress are not undermined by attendance issues

School Opening Times:

Time	
7:45	School doors open
7:50-8:00	Registration (students arriving after 8:20 will be marked as late)
16:00	End of School Day

ATTENDANCE

Responsibilities

It is the responsibility of parents, by law, to ensure that their child attends school every day unless there are legitimate reasons for them not doing so. Failure to do this could result in parental prosecution.

The Education Act 1996 states that ***"It is essential the "Parents/ Carers should ensure that their children arrive at school on time, properly dressed and in a condition to learn".***

The school is responsible for encouraging good attendance and ensuring that appropriate systems and strategies are in place to improve and monitor it. It is also responsible for working

closely with pupils, parents and agencies particularly when poor attendance is an issue, and identifying when pupils may be at risk. The school recognises that rewarding good attendance is essential.

Pupils are responsible for making sure that they attend school every day and that they obtain registration marks at the appropriate times. They are also responsible for being at school and in lessons on time.

The Pastoral Lead will be the person responsible for checking attendance figures and making sure the school attendance policy and procedure is up to date and available to staff and parents and making sure head teacher is updated with all current Pupil Attendance Strategies by the London Borough of Hounslow.

Registration

In accordance with the legal guidelines (Education [Pupil Registration] Regulations 1995) pupils are registered twice a day. These are at the start of Periods 1 and 5. This data can then be made available to interested parties for their scrutiny, e.g. LA, DfE.

Truancy Call

This is a phone service. After registers have been taken at the specified time, a call will be made to every parent where there is an unexplained absence and the response recorded in the attendance software.

IT IS VITALLY IMPORTANT THAT REGISTERS ARE DONE IMMEDIATELY AT THE START OF EACH REGISTRATION SESSION.

Leave of Absence

See **APPENDIX C**

Illness

From time-to-time students can be absent from school through illness. With this in mind during any half term students who have more than 3 days with illness will need to provide doctors notes to cover additional absences. If in such case hospitalisation or medical appointments are the reason allowance will be made. Parents of pupils with 3 instances of illness absence in a half term (where there is no confirmed medical condition) should be invited to a meeting at the school and asked to provide medical evidence for further illness absence should further absence occur. Parents of children with genuine medical conditions will be supported by the school.

When informing the school of the students' non-attendance, parents need to provide a valid reason for absence e.g. gastroenteritis, migraine, flu etc. Tarbiyyah Secondary School for Boys will not accept UNWELL or ILL these choices of words are non-descript and should not be used. A note should also be handed in by the student from the parent/guardian

Absence and underachievement can have a detrimental impact on social development, especially where pupils are not able to participate fully in the school community.

Monitoring Attendance

100% Attendance

- As well as being an excellent attender they are likely to achieve the best grades for their ability and give them real opportunities in the future.

95% and above

- **They are absent less than 10 days in a school year.** They are on the road to achieving success and having real opportunities for continued studies and in the world of work.

90%

- **They are missing up to 30 days in a school year – six weeks lost!** Their absences will make it difficult for them to achieve their best. They need to change gear and start moving forward.

85%

- **They are missing up to 40 days in a school year TWO MONTHS LOST!** They are missing so much time from school it will be difficult for them to keep in touch with the work, and make it very hard to get where they want to go.

Below 80%

- **YOU NEED TO TAKE ACTION NOW!**

It is the role of all members of staff to encourage and acknowledge good attendance. Any problems relating to a pupil's attendance should be reported to the appropriate Head of Section. Year groups and individuals will be monitored on a weekly and termly basis by Heads of Section.

The Attendance Register

An attendance system has been developed to record attendance figures. The attendance register is taken by hard copy by teachers in the classrooms, then uploaded electronically.. The updated attendance software now allows admin to input a reason for absence based upon the Ofsted Absence Codes. The software will now also allow the academy to produce statistics based upon the overall attendance rates of each class and this is used for analysis. A further sheet has been created to ascertain overall figures from the school as a whole which is linked to the attendance software.

Persistent Absence (pupils with 5% or more absence)

Pupils identified as persistently absent, recorded half termly, will be targeted by the Pastoral Lead.. Action plans for these students will be put in place, monitored and reviewed.

Pupils who are persistent absentees or in danger of falling into the category of persistent absentees will be targeted by using the Attendance 3-Letter System (please see complete procedure available online) This includes:

- Highlighting when a child is getting close to having 95% Absent rate and letter sent home
- If it falls to 90% then a 2nd Letter sent home to arrange a meeting and strategies put in place
- 3rd letter if it falls to 85% then an urgent meeting and intervention strategies put in place.

Children Missing in Education:

When a pupil has not attended for 20 consecutive school days or more without authorization and both school and LA have exhausted their search processes, then the pupil is deemed CMIE. In this case information of the pupil must be passed to the “Children Missing in Education Team”.

As of 1st January 2024, Tarbiyyah Secondary School for Boys will ensure that reasonable enquiries to establish the whereabouts of the child jointly with LA before deleting pupils name from the Register.

Tarbiyyah Secondary School for Boys will respond **promptly** by conducting **first day calling** on the first day of unexplained absence ensuring that all contacts (including emergency contact) for the pupil have been attempted.

Tarbiyyah Secondary School for Boys will also consult and seek guidance from the CME team (who can conduct a children’s social care check). This will be done by raising a referral using the referral form.

Tarbiyyah Secondary School for Boys will conduct a home visit within **5 days and advise CME team of the outcome.**

During this time the pupil remains on roll until CME sends a deletion notice after one cycle of traces.

CME Team contact -

https://www.hounslow.gov.uk/info/20026/school_admissions/1551/children_missing_education/5

Believed to be Abroad

If a child is travelling abroad then the following information is required before they travel:

- Letter from parents
- Proof of travel

- Child's new address
- Named educational setting abroad.

A Pupil Movement Form is then completed and sent to the Council.

Transfer to another School

If a child is intending to leave to another educational facility then a letter must be received by the parents indicating this move and the relevant form completed. Once all information is received, then a Pupil Movement Form is completed and sent to the School Admission Team.

A STUDENT MUST REMAIN ON ROLL UNTIL CONFIRMATION FROM THE OTHER SCHOOL HAS BEEN MADE THAT THEY HAVE ENROLLED.

Home Educated Pupils

Pupils who leave and will be home educated then a referral form (Appendix 3) must be completed and sent to the Elective Home Education Team. In this instance the parents have to write a letter confirming their intention.

Post 16

All pupils who leave Tarbiyyah Secondary School for Boys in Year 11 must be accounted for and their destination recorded. The data is then sent to Hounslow Council. Pupil details are recorded to add to the School Alumni.

PUNCTUALITY

Tarbiyyah operates a 'no excuse' policy and works on a three-strike procedure

Punctuality Procedure

- School opens at **7.45am** for registration.
- A pupil is marked **late** in the register if they arrive later than **8.00am**.
- A pupil is marked absent if they do not arrive by the first lesson at **8.30am** and a '**A**' marked down,
- If a pupil does not arrive by the first lesson and there has been no email or text sent in from the parents, then administration calls home to ascertain their whereabouts.
- If a student arrives late 3 times in a half term then a 45-minute detention is held on Tuesdays or Thursdays is given to the pupil. An email is sent to parents to confirm.
- Following on from this, if the pupil continues to come late then further detentions occur
- If pupil still continues then after a further 3 detentions, parents are called again and explained that on the tenth late, penalties will be issued to the families
- Records are reset at the beginning of the term. This measure has been put into place this year as a deterrence for pupils to arrive late.

All detentions for lateness are logged on ISS 3 Welfare, Health and Safety.

Return to school after prolonged absence

If a student has had a significant length of time off school then the Form tutor will have responsibility for ensuring that a pupil has a smooth transition back into education

Staff Training and Development

Guidelines are issued to all staff outlining their roles and responsibilities on a day to day basis and also throughout the year.

Staff training will be provided at suitable opportunities through twilight meetings and start of term meetings.

Rewards

The following reward schemes are in place for pupils:

End Term CERTIFICATES and badges – this is awarded each term to the students with 100% attendance and Punctuality.

Prizes given to the class: A prize is given to those classes who maintain a 100% attendance rate based upon the class statistics obtained from the attendance software.

Praise Letters are also sent home to pupils for significant improvement in attendance.

Reporting Attendance

The percentage attendance authorised and unauthorised absences will be reported to the Senior Leadership Team by the Administration.

The monitoring and evaluation of these figures and attendance procedures will inform the focus of the School.

Attendance Roles and Responsibilities

Class Teacher

- o Take statutory register during the first 5 minutes of period 1 and 5
- o Inform the Pastoral Lead of any concerns
- o Take registers for all lessons, including those used for cover
- o Code absences appropriately
- o Encourage pupils to attend school on a regular basis.

Form Tutor

- o Monitor attendance in their year group
- o Closely monitor pupils who are below 90% attendance and persistent absentees.
- o Ensure that absences are being coded appropriately as quickly as possible

- o Monitoring 'A' and 'U' codes; this could lead to a referral to the Attendance service.
- o Liaise with parents/carers regarding attendance issues (praise and concern)
- o Encourage pupils to attend school regularly and punctually by celebrating their achievements
- o Address issues where registers are not taken
- o Meet with the Pastoral Lead and parents if there is concern over parents taking pupils out of school when they have poor attendance
- o Organise work for pupils taking extended holidays

Administration / pastoral Lead

- o Ensure that the register is maintained
- o Receive absence messages from parents
- o Enter appropriate codes for absence and lateness
- o Generate attendance information
- o Issue standard letters to parents regarding the attendance, holidays and punctuality
- o Provide copies of any letters sent out to parents
- o Liaise with the Head Teacher regarding pupils taking holidays
- o Provide information for Heads of Section regarding pupil lateness
- o Send text to parents of pupils who are late 3 or more times a term
- o Develop strategies to improve the levels of attendance particularly focusing on those between 85% 94%. Those pupils whose Attendance falls below 80% are passed onto the **Spotlight on Attendance Project**.
- o Work proactively with pupils causing concern,
- o Liaise closely with parents regarding attendance issues
- o To be involved in appropriate staff training

APPENDIX A – Registration Procedures

Morning and Afternoon Statutory Registration

- All registers should be done by 8.30am. Afternoon registration should be taken at 2.05pm.
- Pupils arriving late to school should sign in the late book at reception.
- If a pupil is marked absent for previous sessions, but arrives in a later lesson, the member of staff teaching that lesson is responsible for enquiring where the pupil was previously and where appropriate follow up or request the pupil obtains a late mark
- The register should be taken in silence to avoid errors. The register is a legal document and therefore needs to be accurate; it can be subject to close scrutiny by various authorities
- Pupils should be marked absent or present. Marks should not be left blank
- If a pupil is away and the reason has been authorised, the appropriate code should be entered by the Administrator
- No pupil should be given an unauthorised mark 'A' without first consulting the Pastoral Lead
- Cover staff should take the register as normal.

APPENDIX B – Procedures for marking absences

Morning and Afternoon Statutory Registration

- If a pupil is absent from registration, they should be marked absent
- If the absence is known and/or has been explained by a parental note/telephone call, then the respective Ofsted Codes to be applied. These codes can be found on the written registers and are also embedded into the Attendance Software in the form of a drop-down list

APPENDIX C – Leave of Absence

Tarbiyyah Secondary School for Boys will not be able to authorise leave of absence during term time except for exceptional circumstances.

In 'exceptional cases' parents can request in advance a leave of absence and the decision will be made by the Head Teacher who will take into account the 'exceptional circumstances'. These are specified as a family bereavement, a religious visit or a parent returning from active services. If parents do not have advance authorisation from the Head teacher, the absence will be marked as unauthorised.

In brief:

- The law says that from September 2013 parents do not have the right to take their children out of school during term time.
- In exceptional circumstances a request for leave of absence must be made in advance to the Head Teacher who will inform you of his decision prior to taking students out of school.
- If absence is not authorised and the student is taken out of school, the absence will be recorded as unauthorised by the school and under scrutiny by the Local Education Authority, who may issue a Fixed Penalty Notice which means the parent may be fined by an Attendance Service.

Tarbiyyah Secondary School for Boys believes that attendance is vital. It is because of the link between attendance and attainment that the Government has placed a priority on reducing all forms of absence and has introduced Penalty Notice fines to parents whose children are absent without the school's authorisation.

There is also clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSE's at grades A* to C including English and Maths, but 73% of pupils who attend 95% of school achieve this (www.gov.uk).

Tarbiyyah Secondary School for Boys would therefore request the cooperation of parents in considering the effect on their child's education before making any request for leave of absence in term time.