



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

32 New Heston Road, Hounslow, London TW5 0LJ · 0203 719 8697 · secondary@tarbiyyah.co.uk

ATTENDANCE & PUNCTUALITY POLICY

Registration, absence, lateness and support

ACADEMIC YEAR 2026 – 2027

Policy name	Attendance and Punctuality Policy 2026–2027
Applies to	All pupils, staff, parents and guardians of Tarbiyyah Secondary School for Boys
Approved by	Haneef Sandhar
Position	Headteacher
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Agreed with	The Chair of Trustees
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1. Purpose and Principles

Tarbiyyah Secondary School for Boys believes that every pupil should attend school regularly, so that he has the best possible opportunity to achieve. We work with pupils, parents and outside agencies to improve attendance so that every boy reaches his potential.

Regular attendance is also a habit of a serious student. Punctuality, presence and readiness to learn are part of the same discipline as uniform and conduct: they are not there to restrict, but to raise.

Our aims

- To meet and exceed the school's annual attendance target.
- To reduce both authorised and unauthorised absence.
- To work with parents, the local authority attendance service, feeder primary schools and the wider community to improve attendance.
- To identify pupils whose attendance is a concern early, and to put support in place before absence becomes entrenched.
- To ensure that no pupil's achievement or progress is undermined by attendance.
- To recognise and reward good and improving attendance.

Our approach

We treat attendance as a support issue first and an enforcement issue second. Absence is usually a symptom of something else — illness, anxiety, bullying, a difficulty at home, an unmet special educational need, or a barrier the school has not yet seen. Our first response is to ask why, and to fix what we can.

2. Legal Framework

This policy has regard to the following.

Source	Relevance
Education Act 1996	Section 7 places a duty on parents to ensure their child of compulsory school age receives efficient full-time education. Section 444 creates the offence of failing to secure regular attendance of a registered pupil.
The Education (Pupil Registration) (England) Regulations 2006, as amended	Governs the admission and attendance registers, the taking of registers, attendance codes and the grounds for deleting a pupil's name from the register. The regulations were significantly amended with effect from September 2024.
The Education (Independent School Standards) Regulations 2014	Requires the school to maintain an admission and attendance register and governs the welfare, health and safety of pupils.
Working together to improve school attendance (Department for Education)	Statutory for maintained schools and academies; followed by this school as best practice.
Children missing education (Department for Education)	Statutory guidance on identifying and referring children missing education.
Keeping Children Safe in Education	Absence is a safeguarding indicator. The 2026 edition applies.
Equality Act 2010	Absence and lateness arising from a disability must be handled with reasonable adjustments — see section 12.
Children's Wellbeing and Schools Act 2026	Received Royal Assent on 29 April 2026, with staged commencement. It makes provision on school attendance, on registers of children not in school, and on the regulation of independent educational institutions.

Parental responsibility and enforcement

It is the responsibility of parents in law to ensure that their child attends school regularly. Where a pupil is a registered pupil at this school and fails to attend regularly without a legitimate reason, the parent commits an offence under section 444 of the Education Act 1996 and may be prosecuted by the local authority.

Penalty notices are issued by the local authority, not by the school. Where the school considers that a case warrants it, we make a referral to the local authority, which decides independently whether to issue a penalty notice or to take other legal action. The school will always tell parents before making such a referral.

3. The School Day and Registration

The school day for 2026–27 is set out below.

Time	What happens	Register
8:20 am	Pupils on site.	
8:30 – 8:50 am	Morning form time and registration.	Statutory morning register taken at 8:30 am
8:50 am – 1:10 pm	Periods 1 to 5, with morning break from 10:30 to 10:40.	Lesson registers

Time	What happens	Register
1:10 – 2:10 pm	Lunch.	
2:10 – 2:20 pm	Afternoon form time.	Statutory afternoon register taken at 2:10 pm
2:20 – 4:00 pm	Periods 6 and 7.	Lesson registers
4:00 pm	End of the school day.	
Fridays	The school day finishes at 12:00 pm for Jumu'ah.	Morning register only. Friday afternoon is not a session.

Registration is a legal record

Pupils are registered twice a day: at the start of the morning session and at the start of the afternoon session.

A pupil arriving after 8:30 am is marked late.

The register must be taken promptly at the start of each session. It is a legal document, it can be inspected by the local authority and the Department for Education, and it must be accurate.

Registers must be taken in every lesson as well, including lessons taken by cover staff.

On Fridays there is a morning session only. The attendance system is set so that Friday afternoon does not count as a possible session, and attendance percentages are calculated on the sessions actually held.

4. Roles and Responsibilities

Who	Responsibility
Parents	Ensure their son attends every day, on time, in correct uniform and ready to learn. Contact the school on each day of absence. Make medical and other appointments outside school hours wherever possible. Tell the school promptly about anything affecting attendance.
Pupils	Attend every day, arrive on time, and make sure they obtain a registration mark at the correct times. Be on time to every lesson.
Class teachers	Take the statutory register promptly at the start of the morning and afternoon sessions. Take a register in every lesson, including cover lessons. Code absences correctly. Report concerns to the Head of Attendance. Encourage regular attendance.
Form tutors	Monitor attendance across their form. Watch closely any pupil below 90% and any persistent absentee. Liaise with parents about both praise and concern. Support a pupil's return after a prolonged absence. Organise work for pupils absent for an extended period.
Head of Attendance	Maintains the register and receives absence messages. Enters codes for absence and lateness. Generates attendance information. Issues attendance letters. Runs the staged support process in section 11. Liaises with the local authority. Keeps this policy up to date and available to staff and parents, and keeps the Headteacher briefed on current local authority attendance strategies.

Who	Responsibility
Deputy Headteacher	Oversees attendance and punctuality across the school. Reviews attendance data by year group, by SEND status and by disability at least half-termly, and acts on any disproportionality.
Headteacher	Decides requests for leave of absence in term time. Decides whether to refer a case to the local authority. Accountable for the school's attendance outcomes.
Designated Safeguarding Lead	Considers the safeguarding implications of absence, particularly unexplained absence, and leads on children missing education.

5. Reporting an Absence

- Parents must contact the school office before the start of the school day on every day of absence, unless a longer period has been agreed with the office.
- Contact can be made by any of the methods listed on the Contact Us page of the school website (tarbiyyahsecondaryboys.co.uk/contact-us).
- A note from the parent or guardian should also be handed in by the pupil on his return.
- Where no explanation has been received, the office contacts home on the first day of absence. All contacts held for the pupil, including emergency contacts, are attempted.

Parents are asked to give a reason for the absence rather than simply stating that a pupil is unwell, so that the absence can be coded correctly and so that the school can offer appropriate support. Parents are not required to disclose detailed medical information, and any health information given to the school is handled in accordance with the school's Data Protection Policy.

6. Authorised and Unauthorised Absence

Only the school can authorise an absence. A parent explaining an absence does not by itself make it authorised.

Normally authorised	Normally not authorised
Illness, where the school accepts the explanation given. Medical or dental appointments that cannot be arranged outside school hours. Days set apart for religious observance by the religious body to which the family belongs. Leave of absence granted in advance by the Headteacher in exceptional circumstances. Absence caused by a disability or health condition, in accordance with section 12.	Holidays in term time. Shopping, birthdays, hair appointments and similar. Oversleeping, or missing transport where no reasonable attempt was made. Looking after siblings or other family members, or interpreting for family. Any absence for which no explanation is provided.

Where a pupil arrives after the register has closed and there is no acceptable explanation, the absence is recorded as unauthorised for that session, even though the pupil is in school. Parents are asked to note that this is why persistent lateness affects a pupil's attendance figure and not only his punctuality record.

7. Leave of Absence in Term Time

Parents do not have a right to take their child out of school during term time. The school cannot authorise leave of absence in term time except in exceptional circumstances.

- A request must be made in advance, in writing, to the Headteacher, who will inform parents of his decision before the pupil is taken out of school.
- Circumstances the school will consider exceptional include a family bereavement, a parent returning from active service, and a religious visit or obligation that cannot be met at another time.
- Where leave is not authorised and the pupil is taken out of school anyway, the absence is recorded as unauthorised. The local authority may consider a penalty notice or other legal action.
- Where a pupil's attendance is already a concern, leave of absence is less likely to be granted, and the school will say so when responding to the request.

A note for our families on Hajj, Umrah and family travel

The 2026–27 academic calendar has been built with a Spring break from 15 February to 12 March 2027 covering Ramadan and Eid al-Fitr, and a Summer half term from 10 to 21 May 2027 covering Eid al-Adha.

These breaks exist precisely so that families can meet their religious obligations and travel without their sons losing teaching time. Parents are asked to plan travel, including Umrah, within these periods and the other published holidays wherever it is possible to do so.

Requests for extended travel outside these periods, particularly for Year 11 pupils during the examination course, are unlikely to be authorised.

A request form is at Appendix C.

8. Illness and Medical Evidence

Pupils are sometimes absent through illness, and the school does not expect a boy who is genuinely unwell to attend.

- Where a pupil has repeated illness absence in a half term and there is no known medical condition, parents are invited to a meeting at the school to discuss it and to agree how the school can help.
- The school may ask for supporting evidence for further illness absence. Evidence can take many forms — an appointment card, a prescription, a repeat prescription list, a hospital letter, a text message confirming an appointment, or a copy of a care plan. A letter written specifically by a GP is not required.
- Where a pupil has a diagnosed or long-term medical condition, the school will not repeatedly ask for evidence of the same condition. An Individual Healthcare Plan is agreed instead, and absence related to that condition is handled under section 12.
- Where absence is due to hospitalisation or a medical appointment, this is recorded accordingly and allowance is made.
- Parents of pupils with genuine medical conditions are supported by the school, not pursued by it.

9. Punctuality

Registration begins at 8:30 am precisely. Punctuality is treated with the same seriousness as attendance: a pupil who arrives late misses the start of the day, disrupts his form group, and begins behind.

How lateness is recorded

- Pupils should be on site by 8:20 am.

- A pupil arriving after 8:30 am is marked late and signs in at reception.
- A pupil who has not arrived by the time the register closes is marked absent, and the office contacts home to establish his whereabouts if no message has been received.

Consequences of lateness

Stage	What happens
3 lates in a half term	A 45-minute after-school detention is issued as a C3 under the Consequence System, and an email is sent to parents to confirm.
Continued lateness	Further detentions are issued, and the Head of Attendance contacts home.
Persistent lateness	Parents are invited to a formal attendance and punctuality meeting with the Head of Attendance or a member of the Senior Leadership Team. A punctuality plan is agreed and reviewed.
No improvement	Where lateness continues and results in sessions being missed, the case may be referred to the local authority, which decides independently whether to issue a penalty notice or take other action. Parents are told before any referral is made.

- Lateness records are reset at the start of each half term.
- All detentions for lateness are logged on the school's behaviour system and retained as part of the school's record-keeping under the Independent School Standards.

10. Monitoring Attendance

Attendance is monitored weekly and half-termly by the Head of Attendance, and reviewed by the Senior Leadership Team. Every member of staff has a part in encouraging and acknowledging good attendance.

The figures below are based on the school's 169 teaching days in 2026–27.

Attendance	Days missed	What it means
100%	0 days	An excellent attender. Such pupils are likely to achieve the best grades their ability allows, and to have the widest choices afterwards.
95% and above	Around 8 days — about a week and a half	On track. Attendance at this level supports strong outcomes and continued study.
90%	Around 17 days — over three school weeks	A concern. At this level a pupil is missing enough teaching to make it difficult to achieve his best. This is the threshold for persistent absence.
85%	Around 25 days — five school weeks	A serious concern. It becomes very hard to keep up with the work and to stay connected to the class.
80%	Around 34 days — nearly seven school weeks	Action is needed now. A full support plan is put in place and parents are asked to work closely with the school.
50% or below	Around 85 days or more	Classed nationally as severe absence. The school will work with the family and the local authority on an intensive plan.

Persistent and severe absence

Persistent absence means missing 10% or more of sessions — that is, attendance of 90% or below. **Severe absence** means missing 50% or more of sessions. Both are recorded half-termly and both trigger the support process in section 11.

11. Supporting Pupils Whose Attendance Is a Concern

Where attendance falls, the school acts early. Support comes before sanction, and the purpose of every stage below is to find out what is preventing attendance and to remove it.

Stage	Trigger	Action
Stage 1	Attendance approaching or falling below 95%	A first letter is sent home noting the position and asking the family to contact the school if there is anything the school should know.
Stage 2	Attendance falling to 90%	A second letter invites parents to a meeting. Barriers to attendance are identified and a plan with specific, agreed actions is put in place.
Stage 3	Attendance falling to 85%	A third letter and an urgent meeting. A formal support plan is agreed, with intervention strategies, a named point of contact and a review date.
Stage 4	Attendance below 80%, or no improvement following Stage 3	The Head of Attendance works intensively with the pupil and family, involves external services where appropriate, and considers a referral to the local authority attendance service. Parents are told before any referral is made.

- Action plans are recorded, monitored and reviewed. A plan that is not reviewed is not a plan.
- At every stage the school asks whether a special educational need, a disability, a mental health difficulty, bullying or a safeguarding concern lies behind the absence, and responds to that rather than only to the figure.
- Where a pupil returns after a prolonged absence, the form tutor is responsible for ensuring a smooth transition back into education, including catching up on missed work and re-establishing routines.

12. Attendance, Disability and Mental Health

Some pupils are absent or late for reasons connected to a disability or a health condition. Treating that absence in the same way as unexplained absence would be both unfair and unlawful.

- Absence or lateness arising from a disability, a long-term health condition, a treatment or medication regime, specialist transport, or anxiety-related difficulty in attending school is handled under the Disability Equality and Accessibility Policy.
- Such lateness does not count towards the three-late threshold in section 9. An alternative code is agreed and recorded.
- Reasonable adjustments may include a staggered or soft start, an alternative entrance, arrival with a named adult, adjusted registration arrangements, or a temporary part-time timetable agreed in writing and reviewed regularly.
- Where a pupil is on a temporary part-time timetable, he remains on roll, the arrangement is recorded in writing with a review date, and the school works towards a return to full-time attendance.

- Where a pupil is absent for mental health reasons, including emotionally based school avoidance, the school works with the family and, with consent, with health services. Pressure alone does not resolve it.
- Attendance data is analysed by SEND status and by disability at least half-termly, and any disproportionality is acted upon.

Nothing in this section reduces the expectation of full attendance. It sets out how that expectation is applied fairly to pupils for whom attending is genuinely harder.

13. Children Missing Education

Absence is a safeguarding matter as well as an educational one. A child who is not where he is expected to be may be at risk.

- The school responds promptly to unexplained absence by making first-day contact, attempting every contact held for the pupil including emergency contacts.
- The school conducts a home visit within five days where a pupil's whereabouts remain unknown, and advises the local authority Children Missing Education team of the outcome.
- The school consults and seeks guidance from the Children Missing Education team, which can carry out a children's social care check, by raising a referral on the appropriate form.
- Hounslow Children Missing Education team: 020 8583 2768 · cme@hounslow.gov.uk. Schools use the CME2 referral form.
- Where a pupil has not attended for 20 consecutive school days or more without authorisation, and both the school and the local authority have exhausted their enquiries, the pupil is treated as a child missing education and the information is passed to the Children Missing Education team.
- Reasonable enquiries to establish a child's whereabouts are made jointly with the local authority before a pupil's name is deleted from the register. The pupil remains on roll until the local authority issues a deletion notice following a cycle of traces.

Believed to be abroad

Where a pupil is travelling abroad, the school requires the following before travel: a letter from the parents; proof of travel; the pupil's address abroad; and the name of the educational setting he will attend.

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

Travelling abroad without providing this information does not remove a pupil from the register and does not make the absence authorised.

14. Pupils Leaving the School

Transfer to another school

- Parents must write to the school confirming the move, and complete the relevant form.
- Once all information is received, a Pupil Movement Form is completed and sent to the local authority's School Admissions Team.

A pupil must remain on roll until the receiving school has confirmed that he is enrolled

This applies without exception, including where fees are outstanding and where a place has been withdrawn at the end of a probationary period. Removing a pupil from the register before his onward destination is confirmed is how a child becomes lost from the system.

Elective home education

Where a pupil leaves to be home educated, parents must write to the school confirming their intention, and a referral form is completed and sent to the local authority's Elective Home Education team.

Year 11 leavers

All pupils leaving at the end of Year 11 must be accounted for and their destination recorded. This data is sent to the local authority. Pupil details are also recorded for the school's alumni records, in accordance with the school's Data Protection Policy and privacy notice.

15. Rewards and Recognition

Good attendance is the norm at Tarbiyyah and we celebrate it. The following recognition is in place:

- End of term certificates and badges for excellent attendance and punctuality.
- A class prize for forms maintaining the highest attendance, based on the attendance software statistics.
- Praise letters home for significant improvement in attendance.
- The Excellence Award for Attendance and Punctuality, worth 10 merits under the Merit System.
- Authorised absence for medical reasons, or connected to a disability, is discounted when calculating eligibility for every attendance award, so that no pupil is excluded because of a health condition.

16. Reporting, Training and Review

- Attendance figures, split by authorised and unauthorised absence, are reported to the Senior Leadership Team each half term.
- Figures are analysed by year group, by SEND status and by disability, and the analysis informs the school's improvement priorities.
- Guidelines are issued to all staff setting out their day-to-day responsibilities for attendance and registration.
- Staff training is provided at start-of-term meetings and through twilight sessions, and covers register-taking, coding, and the school's escalation process.
- This policy is reviewed annually, and sooner if legislation or the school day changes.

A. Appendix A — Registration Procedures

Morning and afternoon statutory registration

- The morning register is taken at 8:30 am during morning form time. The afternoon register is taken at 2:10 pm during afternoon form time.
- Pupils arriving late to school sign in the late book at reception.
- Where a pupil is marked absent for an earlier session but arrives in a later lesson, the member of staff teaching that lesson is responsible for establishing where the pupil was, and for ensuring a late mark is recorded where appropriate.
- The register is taken in silence to avoid errors. It is a legal document, it must be accurate, and it is subject to scrutiny by the local authority and the Department for Education.
- Every pupil must be marked present or absent. No mark is left blank.
- Where an absence has been explained and authorised, the appropriate code is entered by the Head of Attendance or office staff.
- No pupil is given an unauthorised absence mark without the Head of Attendance first being consulted.
- Cover staff take the register as normal.

B. Appendix B — Attendance Codes

Absences are recorded using the national attendance codes set by the Department for Education. The codes below are those most commonly used at Tarbiyyah. They are embedded in the attendance software as a drop-down list.

Code	Meaning	Counts as
/ or \	Present at morning or afternoon registration	Present
L	Late arrival before the register closed	Present
U	Arrived after the register closed	Unauthorised absence
I	Illness	Authorised absence
M	Medical or dental appointment	Authorised absence
R	Day set apart for religious observance	Authorised absence
C	Leave of absence authorised in exceptional circumstances	Authorised absence
G	Holiday not authorised by the school	Unauthorised absence
N	Reason for absence not yet provided	Unauthorised absence
O	Absent without authorisation	Unauthorised absence
B	Attending an approved off-site educational activity	Present
V	Educational visit or trip	Present
E	Suspended or excluded, with no alternative provision made	Authorised absence

Code	Meaning	Counts as
#	School closed to pupils	Not counted

C. Appendix C — Requesting a Leave of Absence

Tarbiyyah Secondary School for Boys cannot authorise leave of absence during term time except in exceptional circumstances.

- Requests must be made in advance and in writing to the Headteacher.
- The Headteacher decides each request on its own facts, taking into account the reason given, the pupil's current attendance, his year group, and the point in the school year.
- The Headteacher will inform parents of the decision before the pupil is taken out of school.
- Where a request is refused and the pupil is taken out of school anyway, the absence is recorded as unauthorised, and the local authority may consider a penalty notice or other legal action.

Information a request should include

Item	Detail required
Pupil name and form	Full name and current form group.
Dates requested	First and last day of the proposed absence, and the date of return to school.
Reason	A full explanation of the exceptional circumstances relied on.
Current attendance	Parents may request their son's current attendance figure from the office before applying.
Supporting evidence	Any documentation supporting the request, for example a bereavement notice or travel confirmation.
Signature and date	Signed by a parent or guardian with parental responsibility.

Tarbiyyah Secondary School believes that attendance is vital. There is clear and consistent evidence of a link between attendance at school and achievement, and we ask parents to consider the effect on their son's education before making any request for leave of absence in term time.

Approved by: Haneef Sandhar, Headteacher

Updated by: S. Ahmed, Deputy Headteacher · August 2026

Next review due: August 2027

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