



POLICY

Attendance & Punctuality

SEPTEMBER 2023

Review 2026

Assunnah Primary School

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Chair of Governors: Khalifa Warseme

Assunnah Primary School (APS) believes in establishing and maintaining a positive learning culture, whereby every child has the right to work purposefully, diligently, securely and confidently.

Our curriculum is intended to:

- **Develop and sustain our knowledge: what we learn**
- **Develop and sustain our hearts and character: who we are**
- **Develop and sustain our actions and attitudes: how we live and learn**
- **Develop and sustain our moral compass: the role we play in this world**

At APS we understand that we play a significant role in a child's academic and social development. Therefore, APS has a set of **Six core values**, encompassing our intent and belief that children can behave impeccably of their own volition.

The **Six core values** are:

- **We are respectful and patient when things do not go as planned.**
- **We believe in ourselves that we can do our best and aim to achieve excellence.**
- **We have faith to stay strong when faced with challenges, knowing that after difficulty, there is ease.**
- **We always use our best manners, following the finest examples, Prophet Muhammad (may the peace and blessings be upon him).**
- **We help those in need and share what we have.**

These core values have been translated into poems with, making it simpler for the children to remember and adhere to:

- **Faithfulness**
- **Tolerance**
- **Patience**
- **Respect**
- **Gratitude**
- **Justice**

These values also form our expectations of all our children to take personal responsibility for their attendance, punctuality, behaviour, attitude towards themselves and others and their learning.

At APS, all staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged and valued. We strive to do this by encouraging staff, parents and children to maximise the learning experience so that all children reach their maximum potential. We are determined to encourage the development of high self-esteem and for our

children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff and clear procedures for involving parents and/or external agencies where appropriate.

Our policy applies to all children registered at this school and is made available to all parents/carers of pupils registered at our school.

APS encourages all parents/carers to work in partnership with the school to improve attendance and punctuality and recognises that:

“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly” (DfE 1999).

Aims & Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy, we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 98% for all pupils, including those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception age children to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind in their learning. Children absent from school frequently develop significant gaps in their learning, which will impact their progress and ability to meet age-related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning:

Attendance Percentage		Days missed over a school year
100%		0 days
95%		10 days
90%		20 days
85%		30 days
80%		40 days

Punctuality

- To ensure children arrive at school on time. **Doors open from 7.45 until 8:15, enough** time for all pupils to get to their classroom.
- To encourage punctuality, the school is open from 7:10, and the headteacher supervises playtime until 8:10; therefore, there is no reason to be late.
- **Children who are late after 8:15 must meet the school admin and sign the late book.** Records are kept of the pupils who are late with a number in the register. Any child that arrives after 8:15 will be marked with a number.
- To ensure children are collected promptly at the end of the school day and necessary arrangements are in place for the journey home. The class teacher and school office should know if these differ from the child's normal arrangements.

Persistent latecomers will be fined £5.00 per minute, per child.

- If your child/ren are late more than twice a week, then you will receive a text message (via dojo) from the school reminding you that steps must be taken to avoid a third late.

Persistent Latecomers

Children who repeatedly attend school after 8:15 will be brought to the attention of the school manager, and the following steps will be taken:

1. A message sent via Class Dojo notifying and reminding parents/carers of their child/ren being late.
2. A phone call from the school manager to discuss ways Assunnah provides support to improve punctuality.
3. Formal warning letter.
4. A meeting with the Head Teacher to discuss the next steps and measures.

Parents/carers should note that children who arrive late are given a number, the equivalent of an unauthorised absence, which will affect the child's attendance figures.

Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.

Children with 100% punctuality over half a term will be recognised on an assembly certificate and a prize.



Absences

- If your child is unable to attend school through illness you should inform us by telephone on the first day of absence by 8.00am. Alternatively you can text; email at admin@assunnahschool.co.uk or come in person to the office.

CLASS DOJO IS NOT TO BE USED TO INFORM THE SCHOOL OF ABSENCES.

- It is useful to know the expected day of return. If you do not supply us with this information, we have a duty to contact you, so that we may be sure of the child's whereabouts as this is a safeguarding measure.
- However, if this is done, we will count this absence as unauthorised. It is your principal duty to inform the school of your child's absence.
- To provide medical evidence where possible, on the child's return to school.
- To ensure medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any issues that might cause absence or lateness, e.g. a sick parent/carer.
- Classes with 100% attendance will be recognised weekly
- The class with the highest attendance percentage over half a term will be allowed a mufiti day.

Illness/Medical absences

In addition to the points above, the school may request medical evidence for further absences if a child is repeatedly absent due to illness. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

There are 190 school days each year and 175 other days for shopping trips, family visits, appointments and holidays.

One day a week absence is the equivalent over a school career of 2.5 whole years of education missed.

10 days holiday leave a year is the equivalent of two whole terms of education missed.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form (see Appendix A) before the trip (at least four weeks prior). The Safeguarding Governor and the Head Teacher will consider these requests case-by-case and use their discretion whilst applying government recommendations.

If parents/carers decide to take a holiday without the authorisation of the safeguarding Lead Governor and the Head Teacher, the child's absences will be marked as unauthorised. **The Education Welfare Service will issue fixed Penalty Notices for unauthorised holiday absences during term time. This fine is payable at £60 per child, per parent.**

Unexplained Absences

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

The Education Welfare Officer carries out regular monitoring. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited into an attendance meeting to discuss absences and any appropriate support.

Role of the Head teacher/ Assistant Head teacher

- To investigate absences which fall below 90%. and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than twice a week- see Appendix B
- To ensure appropriate support is put in place, to ensure attendance and or punctuality improves.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Welfare Officer.
- To report accurate whole school and individual attendance data on a half termly basis, using the schools traffic light system- see Appendix C.

Children Absent in Education

If a child is absent (unexplained) for at least 3 consecutive days, the Education Welfare Officer will be notified. A home visit may be carried out. If the absence continues for 10 days, the family will be referred as a CME case for the Local Authority. Link for form below:

**Education Welfare Service
48 Station Road
Wood Green
London
N22 7TY**

**Tel: 020 8489 3866
Email: ews@haringey.gov.uk**

**children.missingeducation@haringey.gov.uk
020 8489 2445 / 020 8489 4411**

Appendix A

APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME
IN EXCEPTIONAL CIRCUMSTANCES ONLY

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

I wish to apply for Leave of Absence from school to be granted to: Name
of Child:

Year:

First Date of Proposed Absence:

Last date of Proposed Absence:

Expected date of return to school:

Reason for Proposed Absence – please provide reasons to support the application
including evidence (they can only be exceptional circumstances)

.....
.....
.....
.....
.....
.....

Total days requested on this occasion:

(For siblings) I have also applied to School/Academy for leave of absence

for _____ (Insert

child/children's name) Signature of resident Parent/Carer:

_____ Print Name:

_____ Date: _____ **Important**

Information for Parents/Carers

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose) in exceptional circumstances.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised.
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress.
- This form MUST be completed by the resident parent(s)/carer(s) before requests will be considered.
- Please complete a Leave of Absence form for each child.
- Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised.

For school use only:

NAME OF CHILD: _____

Date received by school: _____

Absence Authorised: Yes No

The reasons for this decision are

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

1st date of absence: Last date of absence.....

Expected date of return to school:

.....

Head Teacher/Attendance Lead: Date:

..... **Copy of this completed section must be sent back to parent with letter**

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

1. Head Teachers shall not grant any leave of absence during term time unless: A) An application has been made in advance, by the parent with whom the child normally resides

AND

B) They consider there to be exceptional circumstances relating to the application.

2. The Head Teacher must be satisfied that exceptional circumstances warrant granting a leave of absence.

3. The Head Teacher can determine how long an absence should be, and any additional absence will not be authorised.

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).

- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.

- Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

Parents:

1. The application must be made in advance by the parent(s) with whom the child normally resides.

2. Any leave of absence taken which have not been requested in advance will be recorded as unauthorised.

3. Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves his/her full potential.

Appendix B

Assunnah Primary School
565A High Road ,
London
Tottenham
N17 6SB

Telephone: 0203 719 8697

Email: admin@assunnahschool.co.uk

Date:

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh dear parents/carers

Late arrival at school:

I am writing to inform you that -----has been late this half-term, during the period of to

I appreciate that traffic and other factors can contribute to children being late for school, but please be aware it can be distressing and disruptive for children when they are late. It can impact their first lesson.

Therefore, I would like to remind you of the importance of punctual attendance at school and request that you ensure that your child arrives at school on time.

Please note the school doors open at 8:15 am and close at 8:30 a.m.

Jazaak'Allahu khayrun for your support in this matter.
As'salaamu'Alaaykum wa rahmatullahi wa barakatuh

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Appendix C

Date:

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh dear parents/carers

Termly Attendance:

Below 90%:

I am writing to notify you that your child's attendance is:

Name of child:
Class:
Your attendance is

Despite mitigating circumstances or agreed absences, your child's attendance level will be monitored more closely. You should expect to hear from me in the event of further absences.

In the event of little or no improvement in the coming weeks I will have to invite you for a meeting with the Head teacher, Hodan Yussuf to discuss your child's attendance. Following the meeting, and in the absence of satisfactory improvement I may have to refer this case to the Education Welfare Officer at the London Borough of Haringey. They investigate referred cases and they have the power to issue Fixed Penalty Notices. These are set at £60 per parent if paid within 21 days of receiving a notice and £120 if paid after this but within 28 days.

Jazaak'Allahu khayrun for your support in this matter.

As'salaamu'Alaaykum wa rahmatullahi wa barakatuh

Ustadha Asiya

Attendance Coordinator