



Attendance and Punctuality Policy

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

Approved by:	Governing Board	Last reviewed: Summer 2025 -26
Next review	Summer 2026-27	

1. Introduction

This attendance policy is aimed to support Noor ul Islam Primary School to build on our capacity to improve regular school attendance and attendance practice within our school.

- regular and punctual attendance is key to the academic and social development that will improve the life chances of children
- children and young people who attend school regularly and punctually are less likely to be at risk, both in terms of engaging in anti-social behaviour and in terms of their own health and safety and welfare.

Attendance procedures set out the requirements for schools and other educational settings for the management of pupil attendance and absence. They reflect statutory guidance from the Department for Education including Working Together to Improve School Attendance (2024), Keeping Children Safe in Education and relevant safeguarding guidance.

Attendance Vision

At Noor ul Islam Primary School, we believe that strong attendance is fundamental to safeguarding, wellbeing, achievement, personal development and future success.

We are committed to promoting a culture where:

- excellent attendance is valued and celebrated
- barriers to attendance are identified early
- families are supported in improving attendance
- pupils feel safe, welcomed and motivated to attend school
- attendance is everyone's responsibility

The school adopts a support-first approach in line with DfE guidance, whilst also fulfilling its legal duties regarding attendance.

2. Attendance

Roles and Responsibilities

Governing Board

The governing board will:

- regularly review attendance data
- ensure attendance is prioritised strategically
- ensure the school fulfils its statutory duties
- support leaders in maintaining high expectations for attendance

Headteacher

The Headteacher will:

- promote a culture of excellent attendance
- ensure attendance systems are implemented consistently
- monitor attendance patterns and vulnerable groups
- ensure appropriate safeguarding responses are implemented

Attendance Lead

The Attendance Lead will:

- monitor attendance daily
- analyse attendance patterns and trends
- identify pupils at risk of persistent or severe absence
- coordinate support and interventions
- work with families and external agencies
- maintain accurate attendance records

All Staff

All staff will:

- promote positive attendance
- model punctuality
- identify attendance concerns early
- build positive relationships with pupils and families
- communicate concerns promptly

2.2 Parents, Carers and Pupils

Pupils are expected to attend school regularly and to arrive at school punctually.

Responsibilities	Parents and carers	School
First day of absence	<p>Do one of the following:</p> <p>a. Email before 9am: primary.school@noorulislam.org.uk <i>This is the preferred method.</i></p> <p>b. Telephone the school before 9am: 020 8558 0786 - option 2 for primary school</p> <p>c. Inform in person at school office</p> <p><i>You must state the reason for absence (e.g. not just 'unwell') and when the child is expected to return to school.</i></p> <p><i>Note: we expect a notification each day of absence if the stated reason is subsequently prolonged.</i></p>	Telephone home on the first day of absence if the school has not been informed.
When the child returns to school after 10 sessions	Parents to communicate upon return	Meet with parents to make sure that the child is safe to return to school.
Attendance and Punctuality information	Parents have a duty to make sure that their children attend school regularly and support the school to improve attendance and punctuality	The school regularly publishes its absence figures to parents and guardians to promote attendance and punctuality.
Policy implementation	To keep up to date with policy and practice	The governing board have a responsibility for attendance, and

		this is delegated on a daily basis to the Headteacher.
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Pupils should not miss school frequently for minor illnesses, such as headache, cold or cough. It is important that parents seek medical advice on such cases as a matter of urgency.

If a pupil is absent, the absence is categorised by the school as either **authorised or unauthorised**. Only the school can authorise an absence not the parents or carers.

2.3 Authorised Absence – examples include:

- ✓ Sickness (with details provided)
- ✓ Bereavement in the family
- ✓ Emergency medical appointments (sight of appointment card should be requested)
- ✓ Hospital appointments that cannot be arranged outside school hours (appointment card should be requested) and this must be notified in advance

2.4 Unauthorised Absence

An unauthorised absence is where the school does not consider the absence to be reasonable or where no reason has been given. Examples include:

- ✗ Not 'feeling well...'
- ✗ Adults are not able to bring the child to school
- ✗ Might get ill – weather is cold
- ✗ Visiting family members or attending routine appointments
- ✗ Taking a family holiday
- ✗ Not 'sleeping well' at night
- ✗ Attending a family wedding abroad
- ✗ Extending holidays into the beginning of a new term or missing days pre-holiday breaks
- ✗ Visiting family that you haven't seen for a long time

Pupils should not have any unauthorised absences as it will result in the issuing of **fixed penalty notices** to both parents.

When unauthorised absence is persistent the School Attendance Lead may **liaise with the LBWF Education Welfare Officer and parent/carers** in the first instance and external agencies including, EP (Educational Psychologists) and Social Services if the situation is not resolved.

The continual failure to respect the school's procedures for absence may result in the **withdrawal of the child's place at the school**.

We understand that pupils in the early years may struggle with the routines and affect punctuality, we therefore encourage EYFS parents to build/foster same timetable in the weekend, so Mondays are not affected.

Supporting Vulnerable Pupils

The school recognises that some pupils face additional barriers to attendance. Particular attention will be given to:

- pupils with SEND
- disadvantaged pupils
- pupils with medical needs
- pupils with mental health difficulties
- pupils with emotionally based school avoidance (EBSA)
- pupils with safeguarding concerns
- pupils known to children's social care
- young carers

The school will work collaboratively with families and external agencies to remove barriers and support regular attendance.

Mental Health and Attendance

The school recognises that anxiety, emotional wellbeing and mental health difficulties can impact attendance. Where emotionally based school avoidance (EBSA) or mental health concerns are identified, the school will work with families and relevant professionals to implement supportive interventions and reintegration strategies.

3. Unexplained absences and missing pupils

Any pupil who is absent for unexplained reasons will be referred to the local authority after 5 days. If necessary, the police will also be informed. In the event of absences where parents and emergency contacts are inaccessible, the School Attendance Lead will investigate this further and ensure every effort is made to establish a reason for a pupil's absence, which will include a home visit with a colleague and checks with neighbors, and where there are concerns, the absence will be reported to the local authority and the police if necessary, within the third day of unexplained absence.

The school recognises that unexplained absence may indicate safeguarding concerns. Attendance procedures form part of the school's wider safeguarding systems. Where appropriate, the Designated Safeguarding Lead (DSL) will be informed promptly and safeguarding procedures followed.

We will only remove a child from the school's register once we have received notification from the relevant authorities to do so.

4. Transfers

The school will ensure that when a pupil moves their record is forwarded to the new school to avoid any pupil going missing and the local authorities informed. The local authority will be notified with the following information:

- Pupil personal information
- Date of leaving

- Reason for leaving
- New school information
- Start date at new school

Likewise records of all new admissions will be sought from the previous school before the pupil starts attending the school.

Rewarding Good Attendance	Sanctions for Unauthorised Absence
<p>Weekly champions for attendance and punctuality are presented to each class per key stage: Reception to Year 2 (EYFS & Key Stage 1) and Year 3 to Year 6 (Key Stage 2) in the Friday assembly with trophies. The running total for the winning classes are shared with parents.</p> <p>Pupils with 100% attendance & punctuality are given yearly certificates.</p> <p>Pupils who put in efforts and improve their attendance have their achievement celebrated in school assemblies and given star of the week.</p>	<p>A parent who fails to inform school reasons for absence and provide an adequate explanation for a child's absence and/or is responsible for an unauthorised absence will be charged an additional fee by the school.</p> <p>The charge will be £50 per day of unauthorised absence per child. The school may issue administrative charges in line with the school's Charging and Fees Policy where unauthorised absence procedures have not been followed.</p> <p>Providing an explanation will not be sufficient to remove the charge. The charge will be payable in all circumstances where an absence has occurred, and it is deemed unauthorised.</p> <p>Further details of how the charge will be administered is available in the Charging and Fees Policy of the school.</p>

5. Absence requests during term time.

5.1 Requests for absence during term time will be considered only in exceptional circumstances and on a case-by-case basis. The governing board of the school also expects applications for leave in term time normally be refused. Any applications for leave in term time must be submitted at the earliest opportunity and at 3 weeks in advance to the School Attendance Lead. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

5.2 Parents/carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad, parents will be asked to produce the return tickets before leave is approved.

5.3. When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that: (1) The exceptional circumstances are justified by supporting evidence provided by the

parents/carers related to the circumstances and that the supporting evidence is valid (tickets for travelling will not be considered as supporting evidence), and; (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

6. Punctuality

6.1 Persistent lateness can be seen as absence and is managed in the same way as poor attendance.

6.2 Pupils will enter the school through the main entrance from 8:20am onwards and wait in the hall with their class.

6.3 Parents must not leave children at the gate unattended after 8:40am (or before 8:20am). They will otherwise be marked late and school will contact the parents for an explanation.

6.4 Office staff will contact parents and carers from 9:15am each morning if their son or daughter has not arrived at school.

6.5 In the afternoon, registers will be completed by 1.35pm.

6.6 Reason for late drop-off/pick-up must always be provided and ALL lateness is included towards the half-termly count. The fee will be charged from the 4th late drop-off/pick-up.

Office Staff will:	Teaching Staff will:
<ul style="list-style-type: none"> Keep accurate records of lateness. Contact parents and carers regarding lateness. Ask pupils/parents their reason for lateness, stressing how much we care about pupils being punctual for school each day Talk to pupils about difficulties they may be having which may affect their punctuality. 	<ul style="list-style-type: none"> Be in their classrooms by 8:40am to be able to register pupils on time and to provide them with an interesting and stimulating start to the day Make a point of appearing pleased when a pupil is punctual Certificates will be given to pupils to the most improved punctuality as part of Star of the Week Positive comments on punctuality will form part of each parent meetings and end of year reports

7. Poor Punctuality

Incident	Parents and carers	School
Arrival at school	8:20am-8.40am: Children enter school through the gate and main school doors	8:20 to 8:40am Gates are opened for <i>adhkar</i> in the hall 8:40 – 8:43am Children are taken to class – they settle in class quickly and start learning. Register must be

		done by 8.45am. Pupils arriving after are marked as late in the registers.
Late to school	After 8.40am: Children enter school through the gate and main school doors and explain reason for lateness in the office	From 8:40am: mark the pupil as late on the paper register and note the reason for being late. Mark the pupils late on RM
Persistent late <90	Parents and carers are informed via email May be invited into school to discuss the issue	Headteacher to be informed of pupils whose lateness is causing concern
Pupils late more than three times in any one half-term	A charge of £10 per child per lateness after the third lateness	This charge will be administered for both late drop-offs and late pick-ups. Late drop offs are pupils who are marked as late due to arrival after 8.40am and late pick-ups are defined as those who are collected after 3.55pm from the late room. Those attending clubs after school will be considered as late pick-ups if they collect their child 5 mins after the stated time of collection (based on each individual club timing).

Attendance & Punctuality Thresholds

Each term, children with punctuality and attendance problems (at risk children) are identified. Investigations are made to understand the nature of the problems, identifying how the school can support parents in meeting their legal responsibility.

Thresholds	The following are suggested actions at each threshold:
96-100%	Reward regular attendance & punctuality
<95%	<p>Pupils deteriorating to 95% or below (equivalent to one session missed every two weeks) Make first day calls as above.</p> <ul style="list-style-type: none"> • Send Yellow Letter to parent pointing out the deterioration in attendance levels. • Remind the parent of the school's target levels for attendance and the negative effect of irregular attendance on learning. Require the parent to provide an explanation and comments. • Keep in contact with parents on a weekly basis. Provide encouragement where improvement has been made. • Discuss the likelihood of referral to the Education Welfare Service unless improvement is made.
<90% Persistent Absence (PA)	<p>Pupils deteriorating to 90% (equivalent to 1 session missed per week on average)</p> <ul style="list-style-type: none"> • Send Red Letter to parent pointing out the deterioration in attendance levels. • This is referred to as Persistent Absence to the Education Welfare Officer.

<70% Severe Absence	<ul style="list-style-type: none"> • Maintain the approaches set out at the previous thresholds. The Headteacher or Attendance Lead should be involved and should add weight to any interventions already in place. • Ask parents to attend a school-based meeting with Attendance Lead. Use the meeting to investigate why pupil has missed 1 session per week on average. • Discuss detrimental effect on learning. • Reach agreements for rapid improvements over the next half term. • Remind the parent that full attendance is the aim and that anything less than 90% will cause concern. • Consider using a parenting contract between school and parent. • Monitor attendance very closely and keep in regular contact with the parent, either to praise attendance levels or to show ongoing concern.
	<p>Pupils deteriorating to 70% (equivalent to 1.5 sessions per week)</p> <ul style="list-style-type: none"> • If pupil has not been referred to the Education Welfare Officer, this should be done (if this has not already taken place) and meeting to create a plan of action.

Please note for each individual case a decision will be based on whether all relevant actions are necessary based on the actual circumstances. However, in all circumstances parents should be informed of the actual attendance rates for their child(ren) when it falls below the threshold of 90%. The school will implement intensive support and safeguarding review procedures for pupils identified as severely absent.

Attendance Data Analysis Expectations

The school will analyse attendance data regularly to identify:

- trends over time
- patterns by year group and pupil group
- persistent absence
- severe absence
- punctuality concerns
- pupils at risk of disengagement

This analysis will inform interventions and support.

Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education. Part-time timetables will only be used in exceptional circumstances, for the shortest possible time and with agreement from parents/carers and relevant professionals. Such arrangements will be formally reviewed regularly.

Reintegration Following Absence

Where pupils have experienced prolonged absence, the school will support reintegration through:

- pastoral support
- phased reintegration where appropriate

- academic support
- communication with families
- external agency involvement where necessary

Attendance Coding

The school uses attendance and absence codes in line with DfE statutory guidance.