



*Nourishing the fitrah of each unique child*

## Attendance and Punctuality Policy

*"Do good deeds properly, sincerely and moderately..... the most beloved deed to Allaah is the most regular and constant even if it is little."*

(Saheeh Bukhari, 6464)

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## Attendance and Punctuality Policy

Unique Academy's attendance policy enables the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason Unique Academy is dedicated to ensuring its attendance policy is adhered to as much as possible.

We take a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

In order for a pupil's attendance record to be deemed very good, it must be 96% or above:

100% - Outstanding Attendance

96% - Very Good Attendance

93% and below - Cause for Concern

### Legal framework

**The Education Act 1996 (s434) states that:**

**The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —**

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

**A person begins to be of compulsory school age —**

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

**A person ceases to be of compulsory school age** at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

As part of our whole-school approach to maintaining high attendance, we will:

- be active in promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- work with the trustees to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues

- ensure that legislation and government guidance on attendance is complied with and that they are up to date with any legislative changes and how to implement them
- ensure that the Headteacher takes responsibility of overseeing and monitoring attendance provision
- report to the trustees each term on attendance records, data and provision
- ensure that systems to record and report attendance data are in place and working effectively
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.
- Contacts parents/guardians of children who have not attended school and have not contacted the school
- Carries out attendance data analysis at the end of each half term
- Update and maintain the school's attendance registers
- Liaise with the local authority regarding attendance concerns

### Teachers and support staff

As part of our whole-school approach to maintaining high attendance, the school's teachers will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance process and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily
- contribute to strategy meetings and interventions where they are needed
- work with external agencies to support pupils and their families who are struggling with regular attendance.

### Parents and guardians

As part of our whole-school approach to maintaining high attendance, we request that parents:

- encourage regular school attendance and be aware of their legal responsibilities
- contact the school before 9.00am on the morning of **each day** of a pupil's absence by leaving a message on the schools 24-hour absence voicemail on: 0208 004 5481 (Option 1) or email the school: [office@uniqueacademy.education](mailto:office@uniqueacademy.education)
- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- ensure that their children arrive at school on time, appropriately dressed and with the necessary equipment
- follow the set school procedure for reporting the absence of their child from school (**see section 4**), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the Headteacher
- sign a home-school agreement.

## Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- Attend school regularly - being aware of the school's attendance rules, when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable/routines
- Attend school punctually and follow the correct set school procedure if they arrive late as this will help the school to monitor attendance and keep accurate records for the child's individual attendance and is also vital for health and safety in the event of a school evacuation.

## Procedure For Reporting and Responding To Absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents should inform the school by telephone on the first day of absence and let us know what date they expect the child to return.

In the event of no response being received by the parents/guardians for an absence, an email will be sent to the parents. If no response is received within **ten days** of the date of the email, the absence will be recorded as unauthorised.

For periods of absence from school of 4 days or more will require medical evidence to be provided.

An email will be sent to the parent/guardians of any pupils who have poor attendance (below 93%). If there is no marked improvement, parents/guardians will be invited in for a meeting with the Headteacher where an attendance improvement plan will be agreed.

Failure to improve attendance after the initial meeting will result in a further meeting where parents/guardians will be informed that no further absence will be authorised without medical evidence being provided.

Continued failure to contact the school to report a child's absence may result in a referral to the Hounslow Safeguarding Team, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check.

Failure to comply with the expectations set by the Attendance Officer may result in the Trustees issuing an order that the pupil be unenrolled from the school. If this is deemed the case, the Hounslow **Child Missing Education** team will be informed.

## Illness

Most cases of absence due to illness are short term, but parents/guardians will need to telephone the school on 0208 004 5481 (option 4) and leave a message by selecting Option 1, to alert the school on **each day** of their child(ren)'s absence. **When the child returns to school, they should bring a note from their parents explaining the absence – this is for the school's records.**

For prolonged absence due to illness, parents/guardians may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. If these are not provided on request it may result in the absence continuing to be classed as unauthorised.

## Medical or Dental Appointments

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

## Authorised Absences

There may be some exceptional instances where the school will authorise absence such as for a family bereavement.

## Exclusion

Exclusion is treated as an authorised absence.

## Family Holidays and Extended Leave

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time where there are exceptional circumstances. Requests for leave of this type must be made in writing to the headteacher 6 weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.

Retrospective applications will not be considered, and this time taken will be processed as unauthorised absence. The headteacher may only grant such requests in exceptional circumstances and the headteacher's decision is final on whether the request is approved, and the length of absence approved.

All requests for authorised absence will be responded to in writing and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

It remains the Headteacher's decision whether to authorise any request for absence during term time.

If permission is not granted, but the child is still absent, the absence is classed as unauthorised.

## Religious Observance

At Unique Academy, the religious festival of Eid Al Fitr and Eid Ul Adha will be planned appropriately and in advance in the term calendar to allow authorised absence for these times.

## Late Arrival

The attendance register will be taken at the start of the school day and again in the afternoon. In the morning **registration begins at 8:40am. The morning registration period ends at 9:00am.** Pupils who arrive after this time will be marked as late.

Parents of pupils who arrive after the registration period has ended should sign in at the school office and complete the late form. It is vital that parents sign in at the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

Unique Academy also takes the attendance register during the afternoon of each school day. If a pupil is not present at the time that the afternoon registration takes place, they will be marked absent.

## School Action: Following Up Absences

The school administrator collects the registers at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If a pattern of unauthorised absences emerges, the administrator will contact the parent or carer to discuss possible reasons and school support systems that could help.

Where a child has been absent from school for a period of more than **10 school days consecutively**, and where the absence was unauthorised and the parents/guardians are not providing a return date or can not be contacted,

the school may remove the child from the school roll. The school will notify the local authority's Child Missing in Education Team and Admissions Team will be notified when such action is taken.

Unique Academy may take further action against the parents/guardians, including the recovery of fees (See '**Fees**' Policy).



## Lateness Log

If you arrive at the school after 9:00 am, please sign this lateness log.

Date	Time arrived	Name of the child	Class	Reason for lateness