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Islamia Girls School/Brondesbury College "The School"

Punctuality Policy

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1. Introduction

- 1.1. Under the Education Act 1996, it is the legal responsibility of parents to ensure children between the ages of 5 and 16 receive an appropriate full-time education. In cases where a child fails to attend regularly, or is persistently late, the Local Education Authority (Brent) can investigate and ultimately take legal action against parents which may incur a financial penalty. Where a child is registered with a School, it is the Schools duty to inform the Local Education Authority if a child is persistently late or absent
- 1.2. Punctuality at School is linked to a student being able to achieve better results. Lateness to class disrupts the student's learning, the learning of the entire class and the teaching plan set by the teacher
- 1.3. As a private School, we treat very strictly issues such as punctuality and absence. This policy will deal with aspects of attendance such as lateness to School, lateness to class, appointments during the School day, truancy and holidays during term time. It is our aim to provide parents, students and all staff with clear guidelines of what is expected during the School day and consequences of non-compliance
- 1.4. In the School register, there are four status descriptors: Present, Late, Absent (Authorised), Unauthorised Absence
- 1.5. This Policy is available online for both parents and students
- 1.6. Please note that where there is ambiguity and a difference of opinion or interpretation, the Schools decision will be final
- 1.7. Points to Note
 - 1.7.1. The School takes the general register in the morning and afternoon. In addition, each teacher takes the register at the beginning of their lesson
 - 1.7.2. The School has a dedicated Discipline/Pupil Officer. You may ask the School office for the current staff member who holds this post
 - 1.7.3. The School has a dedicated Attendance Officer. You may ask the School office for the current staff member who holds this post
 - 1.7.4. At any point, the School may seek a meeting with parents if there is a concern
 - 1.7.5. If a Teacher is absent, cover will always be provided

2. Monitoring a child's attendance

- 2.1. The School operates an online service (KSM) which helps the School manage reports, attendance, punctuality, rewards, behaviour, and discipline. Every parent is able to log on individually and track and monitor their own child's academic and non-academic performance.

3. Guidelines for dealing with lateness and absence

Not all steps are applicable for all discipline issues. Depending on the issue, some of the following Steps may be missed.

Step 1	Warning to be logged onto KSM
Step 2	Detention: 15 minute lunchtime detention to be monitored by the teacher on duty. To be logged onto KSM.
Step 3	Detention/Community Work: after School with the Attendance Officer. To be logged onto KSM and in the student's Homework Diary for parents to countersign.
Step 4	Report: the student will be placed on Report for 4 weeks. To be logged onto KSM and in the student's Homework Diary for parents to countersign.
Step 5	Meeting: with parents and report to LEA (when applicable). To be logged onto KSM.
Step 6	Suspension: internal for a day. To be logged onto KSM and in the student's Homework Diary.
Step 7	Suspension: external for a week. To be logged onto KSM and in the student's Homework Diary. Meeting: further meeting with parents and final warning.
Step 8	Exclusion: permanent (expulsion). Student to be removed from the register and LEA to be informed.

PART A: PUNCTUALITY

4. Punctuality to School

- 4.1. Students must be in their classrooms at registration by 8:35am every morning. Registration is promptly done at 8:40am. A student who is at their lockers, but not in their class for Registration at 8:35am will be treated as Late
- 4.2. Exceptions are on Thursday where all students will go straight to the Masjid by 8:35am for the weekly assembly, where they will sit in Register order
- 4.3. It is our policy to ensure students are regularly reminded of the importance of arriving on time. Staff, prefects and monitors will ensure the School community is regularly reminded of the rules
- 4.4. If a student has a genuine reason for being late to School due to a pre-booked appointment or emergency at home, that student should bring an Absence Notification Form signed by both parents. In this case, no detention will be applied. This Form can be brought in the following day if necessary

5. Rewarding good punctuality

- 5.1. One student from each form will be rewarded at the end of every term with a certificate for attendance. Students receiving such certificates will demonstrate they have been punctual to School and to every class during that term.

6. Penalty for poor punctuality to School

- 6.1. Step 2 (lunchtime detention): issued by the Form Tutor to a student who arrives late to School between 8:40am - 8:50am
- 6.2. Step 2 and Step 3 (after School detention/community work): issued to a student who arrives late to School between 8:50am - 9:00am. This will be issued by the Class Teacher (as classes would have already begun) followed by a note in the student's homework diary and on KSM
- 6.3. Telephone Call: a student who is not present by 9:00am will result in the School Secretary telephones the parents enquiring after the student's absence. The student will be marked as an absentee
- 6.4. Step 2 and Step 3: issued if a student arrives thereafter. A second call will be made to inform parents that the student has arrived at School safely
- 6.5. Step 4 (Report): issued to a student who arrives late more than 3 times in a week

- 6.6. Step 5 (meeting with parents): issued for any lateness during the 4 week Report period. Failure by parents to attend the meeting may mean we inform the LEA
- 6.7. Step 6 (internal suspension), Step 7 (external suspension) or Step 8 (exclusion): issued (depending on the severity of the situation) if a student persists in disregarding the School rules beyond Step 5.

7. Monitoring punctuality to School

- 7.1. On the last School day of every month the Form Tutor will provide to the Attendance Officer a monthly report on punctuality to School
- 7.2. Parents are requested to regularly check their child's homework diary for any lateness or detentions, or check KSM

8. Appointments during School time

- 8.1. Students are not permitted to miss any part of the School day and will not be allowed to leave the premises before the end of the day
- 8.2. Exceptions are when there is a medical appointment that parents are unable to schedule after 4pm
- 8.3. In these exceptions, parents must fill in an **Absence Notification Form** (available online) which must be handed in to the Form Tutor at least 24 hours before the appointment in order for the student not to be marked as an unauthorised absentee for any part of the day
- 8.4. The Form Tutor will countersign the Form and give it to the School Secretary so that when the time comes, the student will be allowed to leave the premises
- 8.5. Where parents have to make a sudden medical appointment on the same day, they must make a written note in the diary on the morning of a child's medical appointment. The Absence Notification Form must still be filled in and handed in the very next day following the appointment so this may be kept on file
- 8.6. Parents must bear in mind the legal responsibility to ensure their child is in School full time. Parents may not turn up at the School gates in order to take a child home early due to personal reasons. Parents may also not remove a student from the School unless there is an emergency which must be explained in writing. Doing so will result in a mark of unauthorised absence in the register, and more than one occurrence will result in a Step 5 penalty

9. Being punctual to class

- 9.1. All students are provided with a copy of their School timetable at the beginning of the academic year. In addition, the School timetable is on display

in the front office. Students will be dismissed on time from each class by their teachers

- 9.2. Students are expected to immediately move to their following period and line up silently outside the classroom where a teacher will be waiting
- 9.3. Teachers will take a register within the first 5 minutes of each period. Any student who arrives thereafter will be marked as Late
- 9.4. If a student is unavoidably delayed by a teacher before going to the next class, they must request a Late Slip from the teacher who has delayed them. Failure to present such proof to the next teacher may result in a Step 2 penalty
- 9.5. Students are not permitted to visit their lockers during class time or between classes. Students may visit their lockers at break times, before 8:30am at the beginning of the day, or at the end of the day after 3:45pm.
- 9.6. If upon reaching the next period a teacher is not present, a class monitor will either check within the classroom in the first instance to see if the teacher is present and if not, the monitor will travel immediately to the front office to inform the School secretary. The remainder of the class will wait silently in a line outside the classroom

10. Penalty for poor punctuality to lessons

- 10.1. Step 2 penalty (lunchtime detention): issued if a student is late to a class period with no Late Slip. The Class Teacher will also make a note in the homework diary
- 10.2. Step 3 penalty (after School detention/community work): issued if a student is late to more than two class periods in the same day without a Late Slip. The Class Teacher will also make a note in the homework diary
- 10.3. Step 4 penalty (Report): issued to a student who receives more than two Step 3 penalties for lateness to class in any one week.
- 10.4. Step 5 penalty (meeting with parents): issued for any lateness during the 4 week Report period. This may progress to Step 6, Step 7 or Step 8 if the problem persists

11. Monitoring punctuality to lessons

- 11.1. Attendance Officers will monitor monthly data on punctuality to lessons to ensure no student is regularly missing any part of their lessons
- 11.2. Attendance Officers will ensure the class teachers are taking their registers within the first 5 minutes of their classes

12. Staff Punctuality

- 12.1. While students are expected to be punctual, so too are our staff members. In the mornings, Form Tutors will be in their form rooms ready to receive students at 8:35am. The Form Tutor will take the register promptly at 8:40am. On Thursday all students will go straight to the Masjid by 8:35am for the weekly assembly
- 12.2. During School times, teachers will be waiting outside their classrooms before their next period is due to begin
- 12.3. In the final minutes of the class period, teachers will ensure that the students have all the information they need and are ready to move to their next lesson
- 12.4. If a teacher needs to speak to a student beyond the scheduled lesson, they will do so at the end of the School day, in order not to disrupt the student's next period
- 12.5. In exceptional circumstances Teachers will provide any student unavoidably delayed with a Late Slip for their next lesson
- 12.6. Teachers will request a Late Slip from any student arriving late to a lesson

13. Visiting WC outside break times

- 13.1. Students are not allowed to visit the WC during class time. Students who wish to visit the WC are given ample opportunity during the break times
- 13.2. Any student who has a medical problem must bring in a medical note from their GP which will be kept on file. These medical issues will be notified to the teachers to ensure the student is properly cared for. In cases where due to medical reasons a student needs to visit the WC during class time, they must obtain an Exit Pass from their teacher to carry with them. When the student returns to class, they must return the Exit Pass
- 13.3. During the winter timetable students pray Salat ul-Asr before the final period. The effect is that the last two periods are shortened. This is still considered as class time and students are not allowed to visit the WC between these periods

14. Corridor rules

- 14.1. During lesson time no student is allowed to be in the corridors, or in another room other than their timetabled classroom except in cases of emergency
- 14.2. In such emergency cases, the current teacher must give the student an Exit Pass or a Late Slip
- 14.3. Where a student is found in the corridor or anywhere else other than their timetabled classroom without an Exit Pass or a Late Slip, there will be an automatic Step 3 sanction.

15. Seeing a teacher outside class time

15.1. Any student who wishes to see a teacher outside class time must visit the teacher at the end of the School day.

16. Truancy

16.1. Truancy is treated very seriously by the School and in most cases will lead to external suspension. Any student found truanting will face a Step 5 penalty combined with Step 6, Step 7 or Step 8 as appropriate. Truancy not only affects education resulting in under achievement but the student's safety may be at risk. Students who are truanting may become the victims of crime or become involved in antisocial or criminal behaviour. For this reason, the police have the power to remove truants from the streets and escort them back to School

PART B: ABSENCE DURING TERM TIME

17. Holidays

- 17.1. Holidays or absence during term time is expressly prohibited
- 17.2. In exceptional circumstances and only where it is proved to be unavoidable by the parent, a student may be permitted by the Head Teacher, to up to 10 days away from the School during term time. However, this will incur a financial penalty of £50 for each day missed
- 17.3. For permission to be granted the **Holiday Request Form** must be given at least four clear weeks in advance (this may not include School holidays) to the Head Teacher, who is not obliged to agree to any request
- 17.4. If the Head Teacher grants permission, which must be in writing, this will be marked down as an authorised absence in the register
- 17.5. In cases where parents take their children away from School during term time without having received written permission from the Head Teacher, the School will impose a Step 6 or 7 penalty (internal or external suspension) the absence fee will also apply. The School also retains the right to delete the student permanently from the School register and inform the LEA
- 17.6. In cases where the Head Teacher suspects that a child has been taken away on leave and no authorized medical note issued by the GP has been submitted to the School, the student will incur the daily penalty as well as a Step 6 or 7 penalty (internal or external suspension). The School also retains the right to delete the student permanently from the School register and inform the LEA