GPS Attendance and Punctuality Policy – Summary

Purpose

To ensure all pupils attend school regularly and punctually, supporting their academic and personal development in line with Islamic values and UK education law.

Key Principles

- Attendance is essential for learning and success.
- Parents/carers, pupils, and school staff share responsibility.
- Attendance is monitored and rewarded regularly.

Promoting Good Attendance

- Weekly newsletters, monthly updates, and annual reports.
- Rewards: badges (termly), medals, and trophies for 100% attendance.
- Assemblies and parent engagement events.

Roles & Responsibilities

- Receptionist: Logs absences, follows up on unexplained absences.
- Attendance Officer: Manages data, liaises with families and services.
- Teachers: Monitor patterns, promote attendance, raise concerns.
- Inclusion Leader & Headteacher: Oversee vulnerable pupils and set targets.
- Governors: Review termly reports and monitor progress.

Procedures

- Registration: 8:15 AM start; late after 8:25 AM; unauthorised after 8:45 AM.
- Absence Reporting: Parents must notify school by 10:00 AM.
- Follow-up: Escalates from email reminders to Education Welfare Officer.
- Medical Evidence: Required if attendance falls below 92%.

Types of Absence

- Authorised: Illness (with evidence), religious observance, approved activities.
- Unauthorised: Holidays, family events, unexplained absences.
- Persistent Absence: Below 90% triggers intervention and possible legal action.

Special Leave

- Pilgrimage (Umrah): Up to 3 days in exceptional cases.
- Bereavement/Medical Emergencies: Up to 5 days with evidence.
- Weddings/Exam Prep: Not authorised.

Punctuality

- Monitored closely; repeated lateness leads to reminders, meetings, and possible referral.

Safeguarding & Legal Compliance

- Unexplained absences over 10 days reported to the Local Authority.
- Attendance data shared with DfE, Ofsted, and Wandsworth LA.

Educational Welfare Officer

- Monitor cases within school
- Provide support plans for attendance
- Issue fines for unauthorised leave
- Instigate legal procedures as required
- Provide evidence in safeguarding cases

GPS Attendance Policy – Frequently Asked Questions (FAQ)

1. What time does school start and when is my child considered late?

School starts at 8:15 AM. Arrivals between 8:25 AM and 8:45 AM are marked as late. Arrivals after 8:45 AM are marked as unauthorised absence for the morning session.

2. How do I report my child's absence?

Call or email the school office by 10:00 AM on the first day of absence. If no contact is made, the school will follow up via email and escalate if necessary.

3. What is considered an authorised absence?

Illness (with medical evidence if attendance is below 92%), religious observance, and approved educational activities such as trips or work experience.

4. What is an unauthorised absence?

Holidays during term time (unless exceptional circumstances), family events, shopping, or unexplained absences. Arriving after 8:45 AM without a valid reason is also unauthorised.

5. Can I take my child out of school for a holiday or pilgrimage?

Holidays are not authorised unless in exceptional circumstances. Umrah may be authorised for up to 3 days if attached to a school holiday and with prior approval and evidence.

6. What happens if my child is frequently absent?

Attendance below 92% triggers monitoring and may require medical evidence. Below 90% may lead to a School Attendance Panel (SAP) meeting or Fast Track referral to the Local Authority.

7. How is good attendance rewarded?

Termly badges (Bronze, Silver, Gold), medals and trophies for 100% attendance, and recognition in newsletters and assemblies.

8. Who should I speak to about attendance concerns?

Class Teacher is the first point of contact. For ongoing issues, contact the Attendance Officer. For serious concerns, speak to the Headteacher or Inclusion Leader.

9. What if my child is absent for medical reasons?

Provide details of the illness and expected return date. If attendance is low, the school may request medical evidence such as a GP note or prescription.

10. What is a Persistent Absentee (PA)?

A pupil who misses 10% or more of school sessions. The school will create an action plan and may involve external agencies.