

Attendance and Punctuality Policy



LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of LEA Committee	Head Teacher	Review
Sep 2026	Kawsar Ahmed	Anamul Khan	Sep 2028

Attendance and Punctuality Policy

At Al-Mizan Primary School and London East Academy we expect the highest level of attendance and punctuality from all pupils so they may develop their full potential during their time at school. Missing out on education due to poor attendance and punctuality has a significant effect on pupils' life opportunities. The school staff, pupils and parents must do all in their power to ensure that excellent attendance and punctuality remain an integral part of the school's ethos. The school starts at 8.00am. The school target is to have 95% attendance and above for all students.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

Purpose of our procedures

The purpose of this policy and its procedures is to:

1. Set a clear vision for improving and maintaining excellent attendance and punctuality across the schools.
2. Ensure that attendance is treated as a safeguarding priority and that unexplained absence is followed up promptly and appropriately.
3. Establish and maintain robust systems for monitoring, tracking, escalating and improving attendance and punctuality.
4. Ensure that attendance concerns are identified early and that appropriate intervention takes place at each attendance threshold.
5. Ensure that attendance information, interventions and escalation are clearly recorded, monitored and reviewed.
6. Provide clear lines of accountability and responsibility for attendance processes across all staff.
7. Ensure that school leaders are provided with regular attendance scrutiny and oversight information in order to support timely intervention and decision making.

8. Ensure that the school is notified at the earliest possible opportunity of the absence of a pupil in order to maintain accurate registers and safeguard pupils effectively.
9. Develop strong links with parents and carers in order to foster shared responsibility for good attendance and punctuality.

Improving Attendance

We will strive to encourage regular and punctual attendance by:

1. Providing a stimulating and relevant curriculum
2. Providing a safe, secure atmosphere which allows for diversity and in which pupils are protected
3. Ensure that the school environment is clean, pleasant and welcoming
4. Ensure that there are fair and effective Code of Conduct, anti-bullying and anti-discriminatory policies in place
5. Encouraging every student to monitor and improve their own standards and set personal goals.
6. Publicising form attendance as a means of encouraging healthy competitions between classes.
7. Rewarding good attendance through individual and group through praise, attendance certificates and rewards.
 - a. merit system and certificates.
8. Keeping parents informed regarding attendance and punctuality through reports, meetings, telephone calls, school communication systems and formal intervention processes where appropriate.
9. Form tutors and all teaching staff maintaining high expectations of attendance and punctuality, and actively supporting the school's attendance procedures and interventions.
10. Ensure that attendance concerns are reviewed through regular attendance scrutiny and monitoring processes.
11. Ensure that attendance data is actively tracked and analysed in order to identify patterns, trends and pupils requiring intervention.

12. Ensure that appropriate attendance interventions and escalation procedures are implemented consistently in line with school policy.
13. Ensure that concerns regarding attendance, punctuality and register completion are escalated appropriately to relevant staff and SLT where necessary.
14. Promote a culture of shared responsibility for attendance and punctuality across all staff.

Incentives and Rewards

The school will recognise good and improved attendance by:

- Certificates for 100% attendance & punctuality;
- Rewards may be given at the end of terms to students who achieve 100% attendance and punctuality over the duration of the term.

Late arrivals

- All sanctions are exclusive to LEA

A member of staff is based at the school entrance between 7:45am to 8:00am, Monday to Friday. Students are signed into the late register if they come into school after 8.10am. Tutors will monitor student punctuality during registration and mark them late if they come in after 8:00am.

Tutors will administer appropriate sanctions such as detentions, calling parents and issuing green late reports. If a student arrives late to school three times in the same week, he will serve an SLT sanctioned detention at the end of the week.

Students who come in after 8:00am are marked down as late on the register & School Management Software (Bromcom). Students who arrive after 8:10am go directly to the school office to sign in.

A live record of lateness is maintained by the school. Repeated lateness causing concern will be identified, monitored and reviewed by the Attendance Officer and relevant staff through regular attendance scrutiny processes. Appropriate interventions and escalation procedures will then be implemented in line with the school's 4-point punctuality action plan.

1. Two or more lates will result in a Friday 1 hour after school detention.
2. Two Friday detentions in a given half term, Attendance Officer to call home and speak to parents. Form tutors are then alerted to issue an attendance & Punctuality report.
3. If a student is late more than once in week, the report is considered to have been failed. If a student fails the tutor report on two occasions, i.e. two weeks, then meeting held with form tutor and attendance officer, a formal letter is sent noting the situation.
4. Following on from the above step, the student remains on report. If the student is late on one occasion, this escalates to a meeting with SLT/HT. Possible withdrawal from assessments may result in the case for Year 11.

All punctuality interventions, parental contacts, reports, meetings and escalation actions must be appropriately recorded and available for review by SLT.

Persistent punctuality concerns, repeated failure of tutor reports, or lack of improvement following intervention must be escalated to SLT in a timely manner.

The Attendance Officer will maintain oversight of punctuality trends and provide relevant updates and escalation information to SLT as part of regular attendance scrutiny.

Notification to the school of absence

Parents must notify absence by 8am on each day of the absence via the following methods:

admin@elmschools.co.uk or sms to 07903590479 or call 02076503070.

The school will contact parents when concerned about an unexplained absence and parents are encouraged to contact us if they have any such concerns.

The Attendance Officer will maintain oversight of daily absence follow-up procedures and ensure that unresolved concerns are escalated appropriately where necessary.

Parents and carers of pupils being admitted to the schools are asked to support the school's commitment to regular attendance and punctuality, by signing the schools "Home-School Agreement" (Appendix B).

The school expects routine medical appointments during holidays and out of school hours. Attendance patterns relating to repeated medical absence or frequent appointments may be monitored and reviewed by the school where concerns arise.

Registers

Form tutors complete registers twice a day (subject to change due to interventions), in the morning and afternoon sessions. For LEA, all teachers are also required to complete lesson-by-lesson registers accurately and promptly on Bromcom.. Form tutors should monitor attendance and punctuality concerns regularly and support attendance interventions in line with school procedures.. Teachers will continually monitor attendance and punctuality, complete registers accurately and on time, and support the school's attendance and punctuality procedures..

In order to secure the safety of pupils, an accurate record of their attendance (the class register) is necessary, and is a legal requirement. For LEA only, all teachers will take a register on bromcom for all lessons.

Registers must be completed accurately and within the required timeframe. Missing, inaccurate or incomplete registers will be monitored by the Attendance Officer and escalated appropriately where concerns persist.

Repeated failure by staff to complete registers accurately or on time must be formally escalated to relevant line managers and/or SLT in order to maintain safeguarding oversight and attendance accuracy.

The Attendance Officer will maintain oversight of register completion and provide updates regarding repeated concerns through attendance scrutiny and reporting processes.

Procedures to be followed when a child is absent from school

The form tutor will record the absence in the register. If the parents / carers have notified the school, the admin staff will record the absence in the register using the appropriate codes to be as specific as possible. If the parents / carers have not already contacted the school, a member of staff from the office will seek an explanation for the absence as soon as possible by a telephone call.

If a satisfactory explanation is given, record the absence with the appropriate code to explain the absence. If a satisfactory explanation is not given the school will persist in asking for a reason and the absence will be left as unauthorised.

If there are concerns regarding attendance, punctuality, unexplained absence or attendance patterns, the class teacher/form tutor must alert the school's Attendance Officer promptly. The Attendance Officer will initiate appropriate intervention, which may include parental contact, attendance meetings, formal letters, reports, punctuality interventions, home visits or escalation to relevant pastoral staff or SLT in line with school procedures and attendance thresholds.

Where the Attendance Officer has not established contact with the absent student's family, safeguarding concerns must be escalated promptly to the safeguarding team in line with school safeguarding procedures.

All attendance interventions, parental contacts, home visits, meetings, escalation actions and safeguarding referrals must be appropriately recorded and available for review during attendance scrutiny and monitoring processes.

Attendance concerns must be monitored proactively, and unresolved or escalating concerns should be brought to the attention of pastoral leads and/or SLT in a timely manner.

Procedures to be followed when a child is absent from school due to illness

Parents should notify the school on the first day the child is unable to attend due to illness, and continue to call each morning for the duration of the absence. If the parents/carers have not already contacted the school, the Attendance Officer or designated member of staff from the office will contact the parents to identify the reason for absence.

The attendance officer will then authorize the absence due to illness with the appropriate code unless they have genuine cause for concern about the veracity of the illness. The school may request parents to provide medical evidence to verify the illness.

Medical evidence will not normally be required for the first three consecutive days of illness absence unless there are safeguarding or attendance concerns.. However parents will be required to bring in a written confirmation of the absence for the 2nd and 3rd day. After the 3rd day of absence (consecutively) medical evidence is requested from parent. This can be in the form of prescriptions, appointment cards (etc), rather than doctors' note.

Repeated illness absence, patterns of absence linked to specific days, frequent medical appointments or recurring attendance concerns may trigger further attendance monitoring, meetings or intervention in line with school procedures.

The Attendance Officer will ensure that illness-related attendance concerns are monitored appropriately and escalated where necessary as part of regular attendance scrutiny.

Unexplained absences and missing pupils

Any pupil who is absent for unexplained reasons will be referred to the local authority after 20 days. If necessary, the police will also be informed.

In the event of unexplained absence where parents and emergency contacts are inaccessible, the Attendance Officer will investigate promptly and ensure every reasonable effort is made to establish the reason for absence. This may include telephone calls, school communication systems, home visits with a colleague, checks with known contacts and safeguarding escalation where appropriate.

Where safeguarding concerns remain unresolved, concerns must be escalated promptly to the safeguarding team, local authority and/or police where necessary. Actions taken must be appropriately recorded and reviewed.

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

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 through section B of the school transfer form. The local authority (LBTH) will be notified with the following information:

- Pupil personal information
- Date of 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 schools.

Pupils who leave the school but remain on roll pending confirmation of a new school placement must continue to be monitored appropriately through attendance and safeguarding procedures.

The Attendance Officer will maintain oversight of pupils awaiting transfer confirmation and ensure that unresolved cases are escalated appropriately to SLT and safeguarding staff where necessary.

Extended leave/ Family holidays/trips overseas

Family holidays during term time are strongly discouraged and permission will normally be refused. This includes hajj and umrah trips during term time. Where a parent wishes to take their child out of school they must write to the headteacher and return it to the school reception (or admin email) with at least 20 school working days notice prior to the dates requested. The Headteacher will then consider the request and respond in 10 school working days. The school does not take responsibility for any financial losses due to a refusal to authorise an absence. Under normal circumstances, holidays or extended leave exceeding 10 school days will not be authorised. Parents are advised that failure to adhere to these regulations can in most extreme cases lead to the child's removal from the school roll. Where a pupil is granted permission to miss school for a holiday it is the child's responsibility to see all of his/her teachers and ensure that all work missed has been caught up with.

The Attendance Officer will maintain oversight of pupils absent due to extended leave and ensure unresolved concerns are escalated appropriately to SLT and safeguarding staff where necessary.

Fines

To improve attendance and punctuality at Al Mizan and London East Academy, the school have adopted the national framework in tackling low attendance figures. Parents will be fined £80 per parent per child per period of unauthorised absence (3 consecutive days), which rises to £160 if not paid within 21 days. There is no statutory right of appeal once a Penalty Notice has been issued. The Headteacher has the right to waive the fine if he deems an appropriate reason has been given by the parent or if parents can ensure the child's attendance & punctuality will improve.

Confidentiality and security

All school staff will be made aware of and will comply with the requirements for confidentiality and safe keeping of registers. This will include:

- Accurate and timely completion of registers
- Pupils not marking or overseeing the register
- Prompt submission of the register to the school office after marking
- No information of the register being disclosed to anyone other than an authorised person
- No class registers being taken off the school premise
- Class registers being stored safely and securely at night and weekends

Monitoring

The schools will conduct regular attendance and punctuality scrutiny in order to identify concerns early, ensure appropriate intervention takes place and maintain safeguarding oversight.

The Attendance Officer will maintain live attendance and punctuality tracking systems and provide regular attendance scrutiny information to SLT and relevant staff.

Attendance monitoring will include:

- Daily monitoring of unexplained absence, persistent absence and punctuality concerns
- Weekly scrutiny of attendance data, attendance thresholds, intervention actions and escalation processes
- Identification and tracking of pupils within attendance threshold bands

- Monitoring of attendance trends across year groups, classes and vulnerable groups where appropriate
- Monitoring of repeated lateness and implementation of the school's punctuality procedures
- Monitoring of register completion, missing registers and register inaccuracies
- Monitoring of safeguarding-linked attendance concerns and unresolved absence cases

Pupils with attendance:

- Below 95% and above 90% – Attendance officer to speak with students regarding attendance as a first step and contact parents where concerns continue.
- Below 90% and above 85% – Attendance Officer to initiate formal intervention, including serious letters of concern, parental contact and escalation meetings where appropriate.
- Below 85% and above 80% – Escalated to pastoral leads for further intervention and monitoring.
- Below 80% – Escalated to SLT/Headteacher for further intervention and action.
- Below 50% attendance – Considered severe absence. The Headteacher will determine the next course of action, which may include referral to the local authority and safeguarding intervention.

All attendance interventions, parental contacts, meetings, home visits, reports, escalation actions and safeguarding referrals must be appropriately recorded and available for review.

The Attendance Officer must ensure that unresolved attendance concerns, repeated punctuality concerns, safeguarding-linked absence concerns and persistent register issues are escalated appropriately to pastoral leads, safeguarding staff and/or SLT in a timely manner.

Repeated failure by staff to complete registers accurately or on time must be monitored and escalated appropriately in order to maintain safeguarding and attendance oversight.

Attendance data and intervention records should be presented in a format that allows leaders to quickly identify attendance concerns, intervention history, escalation status and pupils requiring further action.

The school will regularly review the effectiveness of attendance systems, interventions and procedures in order to support continuous improvement in attendance and punctuality across the schools.

Roles and responsibilities relating to attendance and punctuality are outlined further in Appendix C.

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APPENDIX A- Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C1	Authorised leave of absence	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Authorised leave of absence	Pupil has been granted a leave of

		absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Travelling parent	Parent travelling for occupational purposes
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
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X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y (Y1-Y7)	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
D	Dual registered	Dual registered at another school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

APPENDIX B- Homeschool agreement

PARENT/GUARDIAN:

As a parent/guardian I take up the full-time place offered to my son as of September YYYY, and furthermore I will:

- Pay the tuition fee when it is due i.e. 2nd of July for Autumn Term, 2nd of December for Spring Term and 2nd of March for Summer Term.
- Ensure that my son attends school regularly, on time at 7:45am, and is picked up from school promptly when the school finishes.
- Give prior notice if my son is to be absent from school on any occasion.
- Ensure that my son always attends school wearing the correct uniform.
- Ensure that my son does his homework regularly.
- Support school policies regarding behaviour and following the „school rules“.
- Attend parents“ meetings and any other meetings concerning my child’s progress.
- Inform the school if there is a problem that would affect my child’s education and welfare.
- Provide all necessary support concerning all items listed in “Parent Matters“.
- Your child attends and participates in all school activities including that related other faith, culture and British values.
- Ensure that my son upholds school values and etiquettes in school and at home.

STUDENT

As a student of Al-Mizan & London East Academy, I will:

- Attend school regularly and on time at 7:55am, and will be punctual for all my lessons.
- Wear the correct uniform to school every day.
- Have a good attitude to school and learning, remembering that everything that I do, I do for the sake of Allah.
- Do all my class-work and homework on time and to the best of my ability.

- Know, understand and follow the school rules at all times.
- Treat my teachers with respect.
 - Treat all other students in the school and others in the London Muslim Centre with respect, courtesy and Islamic manners.
 - Speak to my teachers and other staff if I have any problems or concerns.
 - Always maintain Islamic Adab and etiquettes.
 - Inform my teachers if there is any problem which may affect education and welfare of myself and other students.
 - Will never be involved in physical confrontation with another student.

SCHOOL

As individual staff and the school, Al-Mizan & London East Academy will:

- Insist on a high standard of work and behaviour/Adab from all of its students by building good relationships between students, parents/guardians and the school.
- Provide an accessible and balanced curriculum including Islamic Studies and National Curriculum subjects.
- Ensure an Islamic environment and teach Islamic Adab, morals and manners.
- Set, mark and monitor homework on a regular basis.
- Care for the safety, well-being and happiness of its students.
- Listen to parents' and students' concerns regarding the education and welfare of their sons.
- Provide written reports of students' progress, hold parents' meetings, and keep parents informed of progress as and when required at other times.

I will make every effort to support the Al-Mizan & London East Academy Home-School Agreement:

Signed: _____ Signed: _____ Signed: _____

Parent/Guardian

Student

Headteacher of Al Mizan & London East Academy

Date: _____ Date: _____ Date: _____

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Appendix C: Roles and Responsibilities

1. Headteacher / SLT

The Headteacher and SLT will:

- Maintain strategic oversight of attendance and punctuality across the schools.
- Review attendance data, attendance scrutiny information and escalation concerns regularly.
- Ensure appropriate systems, staffing and procedures are in place to support attendance improvement.
- Support and challenge attendance processes, interventions and safeguarding-related attendance concerns where necessary.
- Lead on escalated attendance concerns, severe absence cases and attendance-related safeguarding matters where appropriate.
- Monitor the effectiveness of attendance systems and interventions across the schools.

2. Attendance Officer

The Attendance Officer will:

- Monitor daily attendance, punctuality, unexplained absence and attendance concerns.
- Maintain accurate attendance records, intervention records and attendance tracking systems.
- Ensure attendance concerns are identified and escalated in line with school procedures and attendance thresholds.
- Conduct parental contact, attendance interventions, meetings, home visits and follow-up procedures where appropriate.
- Monitor register completion, missing registers and attendance coding concerns.
- Escalate repeated register concerns and unresolved attendance concerns to relevant staff and/or SLT.
- Provide regular attendance scrutiny information and updates to SLT.
- Ensure safeguarding-linked attendance concerns are escalated appropriately in line with safeguarding procedures.
- Maintain oversight of punctuality concerns and implementation of punctuality intervention procedures.

3. Teachers and Form Tutors

Teachers and Form Tutors will:

- Complete registers accurately and within the required timeframe.
- Promote high expectations of attendance and punctuality.
- Monitor attendance and punctuality concerns and support school attendance procedures.
- Raise attendance, punctuality and safeguarding concerns promptly with the Attendance Officer and/or safeguarding staff where appropriate.
- Support attendance interventions, tutor reports and parental communication where required.
- Ensure pupils understand the importance of good attendance and punctuality.

4. Pastoral Leads

Pastoral Leads will:

- Support attendance interventions and meetings for pupils with persistent attendance concerns.
- Work alongside the Attendance Officer, tutors and SLT to support attendance improvement.
- Monitor pupils escalated through attendance thresholds and support intervention planning where appropriate.
- Escalate safeguarding-linked attendance concerns appropriately.

5. DSL / Safeguarding Team

The DSL and safeguarding team will:

- Support safeguarding oversight of attendance concerns, unexplained absence and missing pupil concerns.
- Review and respond to safeguarding-linked attendance concerns where escalation is required.
- Work alongside attendance staff and SLT to ensure safeguarding procedures are followed appropriately.
- Support referrals to external agencies where attendance concerns present safeguarding risks.