ATTENDANCE, PUNCTUALITY & TRUANCY POLICY

The school follows the Department for Education (DfE) regulations and guidance. Regular school attendance is a legal responsibility on parents. The School is required by law to record absences and late arrivals on a pupil's annual report.

We expect our pupils to have an attendance percentage record of at least 95%. Independent schools must notify the Local Education Authority if a pupil does not attend regularly. The School will notify the appropriate local authority if a pupil has a low attendance, or if they are absent continuously without the School's authorization for ten or more school days.

Non-emergency medical and dental appointments should be made outside school hours.

Appointment letters for specialist or hospital treatment should be given in to the School Office in advance of the appointment. All pupils are expected to stay on the school premises during break and lunchtimes.

Authorised absence procedures

Authorised absence is where the School has either given approval in advance for a pupil to be absent, or has accepted an explanation offered afterwards by parents as satisfactory justification. All other absences will be classified as unauthorised.

Acceptable reasons for absence would normally be only illness or bereavement. Absences for interviews are authorised by the School only if advance notice is given.

Parents are asked **to telephone the School Office on every morning of absence,** by 8:45am. A member of the Administrative Staff will try to contact the home if we have not received a reason for the absence. If the Administrative Staff are unable to contact you by telephone, a text message will be sent. Absence will remain unauthorised until contact has been made.

Absences must be explained by a parent/guardian to the School Office on the day that the pupil is absent. A phone conversation, text message or email by parent/guardian explaining reason for absence will suffice.

If a pupil is absent for three days or more, the parent may be asked to provide the school office with a medical note from the GP, or from the practitioner who is providing medical treatment.

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High School for Boys
Empowering today's youth for tomorrow

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Tel: 01582 595535
DfE No: 821/6006
Charity No: 1084269
www.jamialuton.org
school@jamialuton.org

A meeting will be held with the parents of any pupil who returns after a prolonged period of absence.

If a pupil has been absent with an infectious illness that has to be notified to public health authorities, parents may be asked to send in a medical certificate on their return. This should state the nature of the illness and certify freedom from infection. All cases of infectious illness in the home should be reported to the School immediately by telephone to allow the school to make a decision on whether to inform other parents of the risk, should there be a need.

Leave of absence for holidays

The School does not normally authorize absence for holidays in term-time and strongly discourages parents from making such requests.

Leave of absence may not be authorised if the pupil's attendance is low.

Requests for leave of absence must be received by the Head Teacher at least two weeks (during term time) before the absence. Absence may be classified as unauthorised if the holiday has not been agreed in advance or if less than two weeks' notice is given. If a pupil fails to return to school on the agreed date following leave of absence, the school reserves the right to remove their name from the register. All absences over the number of days agreed will be classed as unauthorised.

Unauthorised absence

The School is bound by DfE regulations. The DfE regards all absence which has not been authorised by the school as children missing in Education.

Absence can be classified as unauthorised in cases such as:-

- If the reason for absence is unacceptable to the School
- If the pupil does not bring a written explanation of absence from a parent
- If a pupil takes leave of absence without obtaining prior written permission
- If a pupil fails to return to school on the agreed date following an authorised leave of absence. – this includes unauthorised extension of authorised holidays.

Unauthorised absence is noted in a pupil's individual school record and parents may be fined as detailed below.

ABSENCE POLICY

Parents are required to inform the school office of any absences by **8:45am** each morning. Any absences must be relevant and authorised by the school. If the school is not informed of absences or if the absence is not deemed

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reasonable, then this would be regarded as an **"unauthorised absence."** Parents may inform the school of any absences by telephone on 01582 595535 or by text message to 07758 931765 or by emailing the school at school@jamialuton.org.

Students who have missed 3 days of school or more due to sickness **MUST provide a doctor's note upon returning to school.**

If the student builds up a total of 3 unauthorised absences, then a fee of £40 will be charged to the parents. This will increase by £10 each further day of absence. Parents will be given 5 school days to make the payment to avoid further actions.

Please note: We cannot authorise any extended holidays for Umrah trips, family visiting reasons or flights out of country etc.

Summary:

1) If child is absent, ring or text the school by 8:45am each morning.
2) If a child has missed 3 days or more of school due to sickness, a doctor's note MUST be provided upon return.
3) If the above steps are not taken, then the absence will be regarded as "unauthorised."
4) A total of 3 unauthorised absences will result in a fee of £40 charged to the parents. This will increase by £10 each further day.

PUNCTUALITY: For both Drop-off and Pick-up

Punctuality is regarded by the school as an important indicator that a pupil is learning self-discipline and good time management. We are frequently asked to comment on punctuality for school references. Pupils must make every effort to avoid lateness.

Registration

The register takes place each morning during tutor time and during Lesson 5. If a pupil arrives more than 5mins after start of tutor time, they will be marked 'late' in the register ('L' or number of minutes late). If a student is not present during tutor time, teacher will indicate 'N' on the register. This will then be followed up by admin staff. Admin staff will contact parents for the child's absence or update the register if they have been already informed by parents/guardian.

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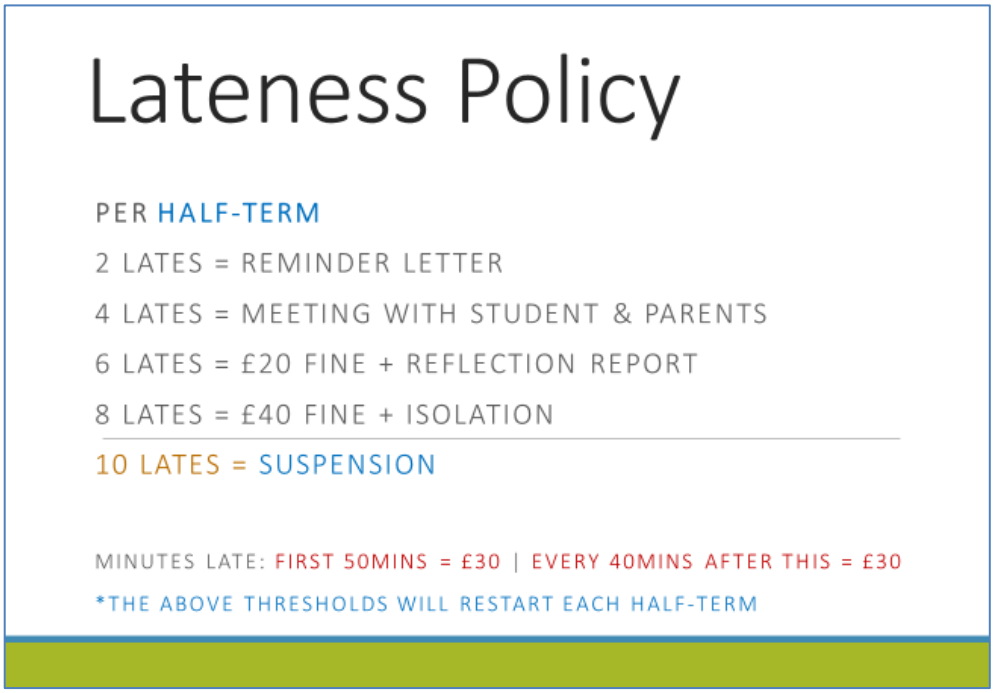
Lateness



Option to appeal:

It is very important that parents work with the school to ensure their child is attending regularly and on time every morning to avoid children losing out on education. Any of the mentioned sanctions may be appealed by:

1) Contacting the school office within 3 school days from the date of the fine to make an appointment.
2) The appointment must be within 5 school days from the date of the fine between 9:00am – 12:00pm.

Rewarding Good Attendance & Punctuality

Jamia will review all students' attendance and punctuality regularly and in particular, end of each month. This will be to reward and encourage students who have achieved an excellent attendance and punctuality record. Students will be rewarded during assemblies or in tutor classes for further encouragement. Students with highest attendance and punctuality will be offered a rewards trip towards the end of each year. We will also identify attendance and punctuality concerns and discuss with pupils and parents the importance of attending regularly. Sanctions may be issued.

Reviewed: May 2026 **Next Review Date: May 2028**

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