

# ATTENDANCE AND PUNCTUALITY POLICY 2026-2027

Respect others – Be a good role model - Strive for Excellence

## Policy Information

### Named personnel with responsibility

Pastoral Lead

Pastoral team member

Headteacher

### Designated Person

Mr Ramsey

Mr Aslam

Mr Nyron Gonzales

### Contact Details

aramsey@amigs.uk

admin@amigs.uk

headteacher@amigs.uk

AMIGS Attendance and Punctuality Policy: December 2025

Policy reviewed by Pastoral Team

Approved by The Headteacher January 2026

Next review Date December 2027

## **1. Introduction**

AMIGS is committed to supporting every learner to achieve maximum attendance and reach their full academic and social potential. This policy operates within Department for Education guidance and alongside our School Behaviour Policy.

## **2. Legal Framework**

- Parents have a legal duty under Section 7 of the Education Act 1996 to ensure their children attend school regularly
- Failure to ensure regular attendance is an offence under Section 444(1) of the Education Act 1996
- The Headteacher cannot grant term-time leave except in exceptional circumstances

## **3. School Commitment & Targets**

- Minimum school attendance target: 98% (less than 4 days absence per year). As a reference, the Government's minimum attendance threshold is above 96%.
- Punctuality – 100% student arrivals at least fifteen minutes before the schedule start of their programmes, so they have ample time for arrival in correct school uniform, and with the requisite Quranic texts for their first lessons of the day, in-shaa-Allaah.

## **4. Key Responsibilities**

### **Parents must:**

- Ensure their child attends school regularly and arrives on time
- If child unable to attend, contact school by email before 9:10am on first day of absence, and on each subsequent day
- Provide reason for absence and expected return date in the email: [office@amigs.uk](mailto:office@amigs.uk)
- Arrange appointments outside school hours where possible. When this isn't possible, give at least 24 hour notice by email, and attach evidence / proof to that effect.
- Submit term-time leave requests at least 1 month in advance, using official form which must be requested via email, from [office@amigs.uk](mailto:office@amigs.uk)

### **School will:**

- Take registers twice daily (morning and afternoon sessions)
- Contact parents by 10:30am if no absence notification received
- Monitor attendance daily, weekly, half-termly, termly and annually
- Support learners and parents to improve attendance
- Apply sanctions for lateness and unauthorised absence when necessary

## 5. Key Information

- **School starts:** 08:00 for Hidfh programme, 9:00 am for pre hidfh, and 9:30am for Quran Competency classes.
- **All students to be in at least 15 minutes before the start of their scheduled programmes.** This means that students of the Hidfh programme are expected in for 7:45am; students of the pre-Hidfh programme are expected in for 8:45 am; and students of the Quran Competency classes are expected in for 9:15am.
- School ends: 15:30
- Registers close: 10:00am (morning), 13:00 (afternoon)
- **Parents will report absence:** Contact School Office before 9:10am
- Attendance Champion: Mr Aslam

## 6. Monitoring & Intervention

### Attendance Risk Levels:

- Level 0: 98-100% (**no risk**)
- Level 1: 96-97% (**at risk** - parents contacted)
- Level 2: Sub 96% (**escalation**). There are three steps at this stage: 1. Attendance and Punctuality Review Meeting with Mr Aslam. If no meaningful improvement, SLT Review Meeting with Mr Ramsey. If no meaningful improvement, Headteacher / Governor Review Meeting required. (Please note that this is a rough guideline. Certain child welfare, safeguarding and safety concerns may dictate that some stages may be left out or skipped entirely if the headteacher and SLT so determine; and could lead to exclusion of your child from school).

### Punctuality Risk Levels:

- Level 0: No lates, (**no risk**)
- Level 1: 2<sup>nd</sup> late in half-term, (**at risk** – lunch time detention and parents contacted)
- Level 2: 3 lates per half-term, (**escalation**) There are three steps at this stage: 1. Attendance and Punctuality Review Meeting with Mr Aslam. If no meaningful improvement, SLT Review Meeting with Mr Ramsey. If no meaningful improvement, Headteacher / Governor Review Meeting required. (Please note that this is a rough guideline. Certain child welfare, safeguarding and safety concerns may dictate that some stages may be left out or skipped entirely if the headteacher and SLT so determine; and could lead to exclusion of your child from school).

## 7. Term-Time Leave

Leave during term-time will only be considered in exceptional circumstances that are:

- Rare
- Significant
- Unavoidable
- Short

The following are NOT considered exceptional:

- Cheap holidays
- Accommodation availability
- Term date overlaps

## **8. Sanctions**

For unauthorised absence, the school will pass the details to the local authority which may:

- Request Local Authority to issue penalty notices. Such fines begin at £60 per parent per child (rising to £120 if not paid within 21 days. Prosecution may lead to fines up to £2,500 and/or 3 months imprisonment.
- The school will also remove any child from school roll after 20 consecutive days unauthorised absence, and parents will be liable for the term's fees.

## **9. Reintegration Support**

The school provides flexible support for learners returning after prolonged absence, working with parents and external agencies as needed.

## **10. Review**

This policy will be reviewed every two years by the Headteacher and pastoral team.

## **Appendix:**

1. Key Information Summary for Parents

## Appendix 1: Key Information for Parents

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|---|--|
| Lessons starts at   | 8:00 for Hifdh,<br>9:00am for pre-hifdh<br>and<br>9:30am for the rest of the school.<br>Students expected in 15 minutes before the start of lessons. |
| School ends at  | 15:30  |
| School registers are closed after 30 minutes. Unless a satisfactory reason can be evidenced, any absence will be unauthorised and could lead to legal interventions   | Registers close at 10:00 and 13:00   |
| Parents to provide reasons for absence by emailing the school office before 9:10am on first day of absence, and on each subsequent day  | office email: <a href="mailto:office@amigs.uk">office@amigs.uk</a>   |
| The school Attendance and Punctuality Champion is   | <b>Mr A Aslam.</b> In the first instance, he can be contacted by e-mailing <a href="mailto:afaslam@amigs.uk">afaslam@amigs.uk</a>                    |
| The Senior Leader responsible for attendance is   | <b>Mr A Ramsey.</b> He can be contacted by e-mailing <a href="mailto:aramsey@amigs.uk">aramsey@amigs.uk</a>  |
| <p>The school will always prioritise support over legal interventions. However, the school has a duty of care to inform parents who do not respond to the advice and support offered, that legal interventions will be pursued.</p> <p><b>Details of advice for parents from the local authority can be found by following this link.</b><br/> <a href="https://www.slough.gov.uk/schools-slough/school-attendance">https://www.slough.gov.uk/schools-slough/school-attendance</a></p>                  |  |
| <p><b>Request for Leave of Absence During Term Time</b></p> <p>It is the responsibility of parents requesting leave of absence for their son, to email to the office to secure the application form <a href="mailto:office@amigs.uk">office@amigs.uk</a></p> <p>The form must be completed and submitted at least 5 weeks prior to requesting leave. Our leadership team aims to respond to your request within one week. Completing this form <b>does not</b> mean your request has been approved.</p> |  |