

Attendance and Punctuality Policy

# 1. Introduction

Regular attendance and punctuality are essential for pupils to make the most of their education. At Tower Learning Independent School, we are committed to working in partnership with parents and carers to ensure that all pupils attend school regularly and punctually, in line with national expectations and safeguarding responsibilities.

Our school day runs from 9:00am to 2:30pm, Monday to Friday. Pupils are expected to be in registration at 9:00am.

# 2. Aims of this Policy

- To promote regular attendance and good punctuality as key elements of academic success.

- To ensure every pupil’s safety and wellbeing through accurate daily registers and swift follow-up on absences.

- To identify attendance issues early and provide supportive interventions.

- To outline procedures for reporting and managing absence.

- To clarify the roles and responsibilities of parents, staff, and other educational providers (in the case of dual registration).

# 3. Roles and Responsibilities

Parents and Carers

- Ensure your child attends school on time every day.

- Notify the school by 8:30am on each day of absence, giving the reason.

- Provide written confirmation or evidence of absence if requested.

- Seek prior authorisation for absences wherever possible (e.g. religious observance, family emergency).

- Work with the school to improve attendance where concerns arise.

School Staff

- Maintain accurate attendance registers.

- Monitor attendance and punctuality data daily and weekly.

- Contact families on the first day of absence if no reason has been received.

- Conduct home visits when pupils are absent for three consecutive school days

- Organise attendance review meetings with families where patterns of absence or lateness are identified.

# 4. Reporting and Authorising Absence

Absences will be categorised as either authorised or unauthorised. The decision to authorise an absence lies with the school.

Authorised Absences May Include:

- Illness (with notification and supporting evidence if requested)

- Medical or dental appointments (preferably scheduled outside school hours)

- Religious observance

- Exceptional family circumstances (e.g. bereavement)

Unauthorised Absences Include:

- No explanation provided

- Holidays taken during term time

- Absences without prior approval

- Persistent lateness arriving after registers close

To request leave during term time, parents must complete a Leave of Absence Request Form, which is available from the school office. Permission will only be granted in exceptional circumstances.

# 5. Punctuality Procedures.

- Pupils arriving after 9:00am will be marked late.

- Pupils arriving after 9:30am without an acceptable reason may be marked as unauthorised absence for the session.

- Letters will be sent home where there are concerns about punctuality.

- Repeated lateness may lead to a formal meeting with parents/carers to create an action plan for improvement.

# 6. Monitoring and Interventions

The school monitors attendance weekly. Interventions will be triggered as follows:

1–2 days absence without contact | Phone call home

3 days of absence | Home visit to ensure safety and wellbeing

Attendance falls below 90% | Letter sent home outlining concerns

Attendance below 80% (Persistent Absentee) | Formal meeting with parents/carers

Continued decline or no improvement | Referral to external support services or Local Authority

All attendance records are retained as part of each pupil’s safeguarding record.

# 7. Dual Registration

Where a pupil is dual registered (e.g., with another school or alternative provision), attendance is a shared responsibility. Tower learning Independent School will:

- Liaise regularly with the partner school.

- Ensure both schools are aware of the pupil's movements and any absences.

- Share attendance information for safeguarding and academic tracking.

# 8. Rewards and Recognition

We recognise that maintaining excellent attendance is an achievement and want to celebrate pupils who meet or exceed expectations. Therefore:

- Pupils with good attendance will receive a certificate and reward at the end of the academic year.

- Pupils with significant improvement in attendance will also be recognised.

- Attendance may also be recognized at the end-of-term

# 9. Support for Families

We understand that families may face challenges that impact attendance. The school is committed to working supportively with families. If you are struggling with routines, transport, mental health, or any issue affecting your child’s attendance, please contact the school early so we can help.

# 10. Summary

We ask that all parents and carers support this policy by ensuring that their children:

- Attend school every day and on time

- Avoid unnecessary absences

- Communicate openly with us about any difficulties

Working together, we can ensure that every pupil has the best opportunity to succeed.