

Osmani Primary School  
Vallance Road  
London  
E1 5AD

Tel: 020 7247 8909  
Fax: 020 7247 9906  
Email: admin@osmani.towerhamlets.sch.uk

[www.osmani.towerhamlets.sch.uk](http://www.osmani.towerhamlets.sch.uk)



Reach For The Stars

## **Attendance Policy**

## Our Motto

★ Reach for the Stars

## Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

**Articles 2/12:** We respect the right to be listened to and listen to others.

**Articles 19/24:** We respect the right to feel safe at school and help others feel safe.

**Article 28:** We respect the right to learn and let others enjoy their learning.

**Articles 15/31:** We respect the right to join in and be part of a team.

**Article 29:** We respect the right to develop our potential and to do it with a growth mindset.

**Article 27:** We respect the right to look after our own and others property

## Our Values

- ★ Striving
- ★ Teamwork
- ★ All Included
- ★ Responsibility
- ★ Success

- ★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

#### ★ **Teamwork**

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

#### ★ **All Included**

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**

#### ★ **Responsibility**

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

#### ★ **Success**

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements.**

### **Equal Opportunities and the Single Equality Scheme**

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

**This policy supports the school in addressing Article/s 28: of the UN Convention on the Rights of the Child.**

**Introduction**

This policy has been agreed by the Governors and the Headteacher of Osmani School. It represents our commitment to striving for 100% attendance and punctuality, which is achievable, and achieved by many children. It sets out the principles, procedures and practice the school will undertake. Strategies, sanctions and possible legal consequences of poor Attendance and Punctuality are also detailed, as well as rewards for, and benefits of good attendance. This policy will be reviewed, amended as necessary and published in accordance with current legislation and guidance.

**Principles**

- Receiving a full-time, suitable education is a child's legal entitlement.
- It is parents'/carers' legal responsibility to ensure this happens.
- Attending school regularly aids intellectual, social and emotional development
- Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.
- All children whose attendance is poor will be treated as vulnerable.

These principles are enshrined in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

### **Aims of the Policy**

- To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its pupils to be best of its ability
- To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent absence.
- To improve the life chances of Tower Hamlet's children and young people and prepare them to be fully contributing citizens when they reach adulthood.

### **Policy objectives:**

- To safeguard the welfare, health, social and emotional development of children
- To reduce persistent absence
- To reduce or eliminate term time holidays/leave of absence
- To promote commitment to education and high achievement
- To maximise the potential of every individual pupil

### **Promoting Attendance**

The Governors, Headteacher, Attendance Manager, HSLO, AWA and staff will use all possible opportunities to promote the importance of good attendance and punctuality. They will aim to ensure that children achieve 97% Attendance. These include the home/school agreement and newsletters.

Headteachers have the discretion to authorise leave of absence in term-time. However in this school that discretion will only be exercised in the MOST EXCEPTIONAL circumstances

### **Initiatives to support and improve Good Attendance and Punctuality**

The school will recognise good and improved attendance through:

- Attendance Assembly when Class certificates and a Key Stage Trophy is given to the class with the best attendance of 97% and above.

- Children with 100% Attendance and Punctuality, for the academic year, are rewarded with a special trip.
- Children with 100% Attendance **only**, for the academic year, have a either a Popcorn and DVD afternoon or an afternoon on the Bouncy Castle (depending on the weather).
- Children in Years 4 – 5 are invited to be Attendance Ambassadors. Children interested in being an Attendance Ambassador, prepare a speech/poster which they present to their class during Democracy Week. On Election day, children elect 2 boys and 2 girls from their class. Each Attendance Ambassador will be allocated a year group from EYs to Year 6.
- Once a week, the Attendance Ambassadors meet with their year group to discuss children's attendance which is below 97%. They will give advice and support for improving attendance and punctuality which they record in books.
- The Attendance Ambassadors also praise children with excellent attendance/improved attendance and punctuality.
- After each Strategy Meeting, the HoP will meet with parents/carers of children whose attendance is below 90%.
- Where there is a concern with attendance and/or punctuality, the AWA and HSLO meet parents to discuss reasons and give support so that attendance/punctuality can be improved. The child's attendance/punctuality is then monitored and reviewed by the AWA and HSLO.
- The HSLO and AWA monitor punctuality every two weeks and speak with parents and carers.

### **Authorised Absence**

As a school we accept telephone/ verbal messages from parents or carers, however, we do request this is followed up by a letter or medical evidence (i.e. prescribed medicine label, doctors / medical appointment card, prescription).

When an explanation is received computer records are updated to note this information within the computerised system.

### **Holidays**

Due to changes in legislation (School Attendance, Guidance for maintained schools, academies, independent schools and local authorities, November 2016), we can no longer authorise applications by parents or carers of pupils to take annual family holidays during

term time unless in exceptional circumstances. In such cases you are encouraged to discuss this with the Headteacher. We follow Tower Hamlets, **School Governing Body Policy on Applications for Holidays and Leave in term time** which parents and carers must complete (see Appendix A)

### **Responsibilities of Parents/Carers**

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments (which unavoidably fall in school time,) emergencies.

We appreciate parents support in notifying us quickly if their child is going to be absent and the reasons for this.

Examples of types of absence that are not considered reasonable and which will **not** be authorised under any circumstances are:

- Going shopping with parents, birthdays
- Minding other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Truancy

### **Reluctant attenders/school refusal**

Parents should do everything possible to encourage their child to attend school. However, if the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, parents are to discuss this with the school at the earliest opportunity and the school will do everything possible to sort the problem out. Colluding, even with the best of intentions, with their child's reluctance to attend is likely to make the matter worse

School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia

## **School Procedures**

### **Registration and punctuality procedures**

Registers are taken twice a day, once at the start of the school day at 8.55 a.m. and once during the afternoon session at 1.00pm. Pupils arriving before the end of the registration period will be coded L (Late before registers close) which is a present mark. The school registers are electronically stored on ScholarPack. If Scholarpack is not available, then the paper register must be completed.

Only the Headteacher can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absent). Absence notes received from parents/carers will be kept for the remainder of the academic year in the child's folder; or longer if there are concerns that require further investigation or legal action. If a pupil is persistently late the School's Attendance Welfare Advisor will arrange to meet with the family as soon as the pattern is identified. If there are 10 lates in a term, a Penalty Notice may be issued depending on circumstances.

### **First Day Absence Contact**

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness etc. If the school does not receive notification, a text/telephone call on the first day of absence will be made by the school (HSLO) to try to ascertain the reason. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school, but not arrived. If there is no satisfactory explanation, the absence will be unauthorised.

### **Second Day Absence Contact**

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home. If no contact is made, a home visit will be made. The HSLO will inform the AWA of any absences that are of a concern such as repeated patterns.

### **Continuing Absence**

In the event of an absence of three or more days without contact from the family, the Attendance and welfare Advisor will be notified as well the Headteacher. The AWA will investigate further and parents required to attend a formal review meeting with the Attendance Welfare Advisor. There may ultimately be court action or a Penalty Notice recommended if there is no improvement.

### **Frequent/Persistent Absence**

Regular trawls of the registers will be made to identify pupils with a pattern of absences that may lead to Persistent Absence (PA). The Attendance Welfare Advisor will be responsible for identification of any emerging concerns, and putting in place actions for each pupil of concern. Initially the school will try to resolve the problem with parents/carers – this may be Parent meetings at school or Home Visits.

Examples of unjustifiable reasons for absence from school would be:

- Going shopping with parents, birthdays
- Minding other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at school too late to get a present mark
- Truancy

From the academic year 2017 -2018 - schools have been advised to establish a level of Persistent Absence for HT1 - 6 based upon the use of 10% of each individual pupil's possible attendance criteria.

### **Dealing with poor Punctuality**

Late Gate - The HSLO and a member of SLT record children who arrive late to remind parents/carers of their duty to get their child/ren to school on time every day. The 'Late Register' is monitored by the HSLO and AWA each half term and appropriate action is put in place - letters sent to parents (**see Appendix B**) or meetings 1:1 with parents of children who have poor punctuality.

The HSLO also sends out 'Late' letters for children with poor punctuality throughout the year **(see Appendix C).**

### **Consequences of Poor Attendance /Punctuality**

For pupils whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

A Penalty Notice carries a fine of £60, per parent, per child. If the fine is not paid within 20 days it rises to £120 per parent, per child. If not paid at all, court action will be initiated.

The school may ask the Council to initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.

In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

### **When a child/ren have not returned to school after a holiday and are taken off the school roll**

The government allows 21 school days for children to be away on any form of special leave. However, the school does not authorise the leave. On the 22<sup>nd</sup> day of the leave they can automatically be taken off-roll. **(see Appendix D: Notification to London Borough of Tower Hamlets of Child taken off School Admissions and Attendance Registers).**

### **Children joining/leaving Mid Year (not standard transitions)**

We use the Notification to LA of Child Taken On School Admissions and Attendance Registers (non-standard joiner) September 2016 form and the Notification to LA of Child Taken off School Admissions and Attendance Registers (non-standard leaver) September 2016 form **(see Appendix E and F)**

### **Children Missing Education (CME)**

Procedures for trying to trace children who cease to attend without prior notification are covered in detail in the Missing Child Procedure. However, the school will identify the child and inform the AWA. See Missing Child Procedure.

### **Non starters**

Pupils who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the Pupil Services.

### **Vulnerable Children**

Children who are Looked After (CLA), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Welfare Advisor. Any unexplained absence will be followed up immediately by a telephone call to the home, a home visit or by a call to the Child Protection **Line Tel: 020 7364 3444**, in order that a same-day visit can be made. Children with Special Educational Needs and Disability (SEND) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

### **Monitoring Attendance & Punctuality**

The Home School Liason Officer (HSLO) and Attendance Manager monitor attendance on a weekly basis. Any concerns are then followed up by the Attendance Welfare Advisor when appropriate.

Attendance figures are reported to the Governing Body termly in the Head teachers Report and submitted to the DFE termly and annually.

Persistent Absence data is submitted to the London Borough of Tower Hamlet's each half term.

**Appendix A**

**LONDON BOROUGH OF TOWER HAMLETS**

**SCHOOL GOVERNING BODY POLICY ON APPLICATIONS FOR  
HOLIDAYS AND LEAVE IN TERM TIME**

School:	
Signed on behalf of the Governing Body:	
Position:	Date:

The Department for Education has issued guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance.

The School Governing Body has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

### **Applications for Holidays or Leave in Term Time**

Any applications for leave in term time must be submitted at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

### **Holidays in Term Time**

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not normally be authorised. Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the School Governing Body.

Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

### **Leave in Term Time for Other Reasons**

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid;

and

- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

### **Taking of Unauthorised Leave in Term Time**

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 6 sessions (3 days) of unauthorised leave in term time. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £60 each - £180 per parent and £360 in total. There is no right of appeal.

### Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name may be removed from the register.

Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

-----

I have read and understood the governors' policy above.

Name of pupil:	Date of birth:
Signature of parent/carer:	Date:

### APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS

**Part I** - to be completed by the parent/carer

Pupil's name:	Year/Class:
Address:	Date of birth:
	Telephone:
	Mobile:

Last day of attendance in school:

Date of return to school:

Please give details of the purpose and exceptional reason(s) for this application for leave in term time and why the leave cannot be taken in school holiday time.  
Attach any supporting evidence:

Please provide the address of where you and your child/children will be staying:

Email for contact:

**Part 2** - to be completed by the school

Tick	
	Supporting evidence for purpose and exceptional reasons for the leave in term time provided, including Tickets / Itinerary if applicable (please attach a copy to the form)



Headteacher's signature:		Date:	
--------------------------	--	-------	--

**Appendix B**

**Dear Parents and Carers,**

**Re: School Attendance and punctuality**

**Name of child: .....**

**Class: .....**

***I am the Attendance and Welfare Advisor for Osmani School and my role is to work with schools, parents and pupils to identify and overcome difficulties which may affect pupils and prevent them from attending school regularly and punctually.***

***I am writing to inform you that during a register inspection I have carried out it came to my attention that your child's attendance at school is.....and has arrived late at school on .....occasions, as can be seen on the attendance printout enclosed. Regular and punctual attendance at school helps pupils settle well in class, enjoy and achieve their full potential in learning.***

***Please ensure that your child arrives to school every day and on time from now on, otherwise you will be at risk of being issued with a Penalty Notice.***

***Should you have any worries which impact on your child's attendance, punctuality and welfare at school and wish to speak to me, you can find me at Osmani School on Friday mornings.***

***Yours sincerely,***

***Cecilia Robinson***

***Attendance and Welfare Advisor for London Borough of Tower Hamlets***

***Appendix C***

***Dear Parent/Carer,***

***Lates***

***It has been brought to my attention that your child has been late for school on many occasions, this is unacceptable.***

***Remember lessons start at 8:55am promptly; children must be in the playground at 8:45am.***

***It is extremely important that your child is at school on time every day.***

***Your child will be picked up from the playground at 8:50am so he/she must be there before that. The children start work at 8:55am. Children who are continually late miss the lesson instruction and disrupt the whole class.***

***I trust that you will do all that you can to make sure that your child is on time every day.***

***Any child that is continuously late without good reason will be referred to the Attendance and Welfare Advisor.***

***Yours sincerely,***

***Thofur Ali***

***Home School Liaison Officer***

***Appendix D***

***Notification to London Borough of Tower Hamlets  
of Child taken off School Admissions and Attendance Registers***

***Date / /***

***School Admissions Team***

***Town Hall Mulberry Place***

***4th Floor***

***5 Clove Crescent***

***London***

***E14 2BG***

***The following child has been taken off our school admissions and attendance registers:***

**Name:**

---

**D.O.B:**

---

**Address:**

---

---

**Telephone**

---

**Date Taken Off**

**Roll:**

---

**Reason/**

**Destination of**

**Child:**

---

**Name / Designation:**

---

**School:**

---

**Please send this form to: Pupil Admissions Team, 4<sup>th</sup> Floor Town Hall Mulberry Place, 5 Clove Crescent, London E14 2BG,**

**Telephone: 020-7364 5006 or Fax to: 020-7364 4311, or**

**Email to: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)**

**Appendix E**

**Date / /**

**School Admissions Team**

**Town Hall Mulberry Place**

**4th Floor**

**5 Clove Crescent**

**London**

**E14 2BG**

**The following child has been taken off our school admissions and attendance registers:**

**Name / DOB:**

---

---

**Address:**

---

---

**Telephone/  
email:**

**Date Taken Off Roll:**

---

**Reason/Destination of  
Child:**

---

**Confirmation  
Obtained\*:**

---

**Your Name /  
Designation:**

---

---

**School:**

---



**Please send this form to: Pupil Admissions Team, 4<sup>th</sup> Floor Town Hall Mulberry Place, 5 Clove Crescent, London E14 2BG,**

**Telephone: 020-7364 5006 or Fax to: 020-7364 4311, or**

**Email to: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)**

**Appendix F**

**Date / /**

**School Admissions Team**

**Town Hall Mulberry Place**

**4th Floor**

**5 Clove Crescent**

**London**

**E14 2BG**

**The following child has been taken on our school admissions and attendance registers:**

**Name / DOB:**

---

**Address:**

---

---

**Telephone/  
email:**

---

---

**Date Taken On Roll:**

---

**Previous School/Provis  
attended/Other:**

---

---

**Your Name /  
Designation:**

---

---

**School:**

---

**Please send this form to: Pupil Admissions Team, 4<sup>th</sup> Floor Town Hall Mulberry Place, 5  
Clove Crescent, London E14 2BG,**

**Telephone: 020-7364 5006 or Fax to: 020-7364 4311, or**

**Email to: [school.admissions@towerhamlets.gov.uk](mailto:school.admissions@towerhamlets.gov.uk)**

