



**GURU NANAK SIKH ACADEMY LTD**

Springfield Road, Hayes, Middlesex UB4 0LT



# Attendance Policy

## Pupil / Student

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

**MAT** means Multi Academy Trust

Updated	Next Review	Reviewed by	GB/ SET Ratification
03.2013	10.2014	L. Gill	04.2013
05.2014	05.2015	L. Gill	05.2014
06.2015	06.2016	L. Gill	06.2015
05.2016	06.2017	L. Gill	02.2016
06.2018	06/2019	L Gill	
01.2019	01.2020	L Gill	

**Guru Nanak Sikh Academy Ltd  
PUPIL/ STUDENT ATTENDANCE POLICY**

At Guru Nanak Sikh Academy Ltd we know that full and punctual attendance at all lessons makes a vast difference to achievement and performance and demonstrates commitment and responsibility from our pupils/students. Attendance and punctuality are monitored daily and all concerns are dealt with promptly. **Any causes for concern will be followed up with telephone calls, meetings or letters to help support parents to improve their child's attendance and punctuality.**

The Governing Body expects 100% attendance but understand that from time to time some children will fall ill and require time off school. Parents should be aware that the Department for Education advises that anything below 95% attendance is unsatisfactory.

**Registration**

Pupils/Students are required to be in school on time for both morning and afternoon registration.

**GNSA - Primary Phase**

Pupils are not permitted to be on the school premises before 8:15 am, unless registered in a club before school starts. Pupils must leave the premises by 3.15 pm unless attending a club.

<b>Primary Phase</b>	<b>KS1 and KS 2 Registration am</b>	<b>8.30am – 8.45am</b>
	<b>KS1 Registration pm</b>	<b>12.30pm – 12.35pm</b>
	<b>KS 2 Registration pm</b>	<b>12.40pm – 12.45pm</b>
	<b>Nursery Registration am</b>	<b>8.15am – 8.30am</b>
	<b>Nursery Registration pm</b>	<b>12.15pm – 12.30pm</b>

The class register closes at 8:35am in the mornings. A late mark will be recorded in the register up to 8.45am, after which an unauthorised late is recorded. Pupils who arrive on or after that time must report to the reception where parents/carers will sign in. **Lateness is regularly monitored by the Senior Leadership team**

**NPS- Nanaksar Primary School**

Pupils are not permitted to be on the school premises before 8.45am, unless registered in a club before school starts. Pupils must leave the premises by 3.45pm, unless attending a club.

<b>NPS</b>	<b>Registration</b>	<b>9.00am – 9.15am</b>
	<b>Afternoon registration</b>	<b>1.00pm – 1.05pm (Year 1)</b> <b>1.15pm – 1.20pm (Year 2)</b>

The class register closes at 9.05am in the mornings. A late mark will be recorded in the register up to 9.15 am, after which an unauthorised late is recorded. Pupils who arrive on or after that time must report to the reception where parents/carers will sign the **late register**. **Lateness is regularly monitored by the Senior Leadership team**

**GNSA -Secondary Phase**

Students are not permitted to be on the premises before **7.50 am**. Students must leave the premises by **3.25pm**, unless attending a club.

<b>Secondary Phase</b>	<b>Registration</b>	<b>8.00am – 8.05am</b>
	<b>Afternoon registration</b>	<b>1.40pm – 1.45pm</b>

Registers are closed by the Form Tutor at 8.05am. Students who arrive on or after that time must report to reception to sign in. A **Late mark** will be recorded in the register up to 8.35am, after which an unauthorised late is recorded. Lateness is regularly monitored by the Senior Leadership team, see **Appendix 1**.

### **Absence**

Pupils/students are expected to attend their respective schools for the full 190 days of the academic year, unless there is a valid reason for their absence. There are two types of absences: Authorised (where the MAT approves pupil's/student's absence) and Unauthorised (where the MAT will not approve absence).

It is the responsibility of parents/carers to contact the respective school **every day of a pupil's/student's absence** until their return. The schools will contact parents after morning registration if the pupil/student is marked absent and no messages have been left. This is because the schools need to know the location of all pupils/ students.

- In the Secondary School, on the student's return, a note should be sent on the day to the school explaining the absence, accompanied by an appointment card or letter from hospital or other evidence.
- After five days or more, or when requested by the respective schools, parents/ carers must provide medical evidence (NHS certificate).
- It is the respective schools' decision to authorise an absence, not parents.

If parents fail to inform us of their child's absence, then the respective school will make contact every day, followed by a letter after 3 days of continuous unexplained absence. **This contact will be recorded in the register by the Welfare Assistant.**

As a Multi-Academy Trust we value the importance of good attendance and also recognise 100% attendance. Pupils/students with 100% attendance will be rewarded by their respective schools.

### **Medical & Dental Appointments**

Routine appointments should be made outside the respective school hours and in school holidays. Where an appointment cannot be avoided evidence must be produced at least 3 days in advance. Whole days off are not permitted for check-up appointments. No authorised time off is allowed for pupils/students to receive injections/inoculations.

### **Permission Slip for Medical Appointments**

A Permission slip (**Appendix 2a-GNSA Primary, 2b-Secondary and 2c-Nanaksar Primary**) must be completed if a pupil/student needs to attend a medical appointment during the school day.

### **GNSA- Primary Phase and Nanaksar Primary**

Parents must provide evidence in the form of a hospital letter/ appointment card for a pupil to leave the school early, along with the completed permission slips. All pupils leaving early must be collected by a parent or named contact. The school's administrator will keep a record of any pupil leaving early.

### **Secondary Phase**

A permission slip must be signed by the Form Tutor and Progress Leaders. The student must be collected from the reception area by the parent or carer. Proof in the form of an appointment card/letter or note from parents must be shown to the form tutor. If a student is making their own way to an appointment, written consent from parents is required.

### **Exceptional leave - Parental Information**

A pupil's/student's absence during term time can seriously disrupt their continuity of learning. Not only do pupils/students miss the teaching provided on the days they are absent, but they are also less prepared for the lessons after their return. There is a consequent risk of underachievement which we, and you, must seek to avoid.

- Parents are **not expected to apply for holidays for their children during school term**, and are expected to take holidays during school breaks.
- Parents **do not** have the right to take their child out of school for a holiday.
- In line with recommendations we will not be authorising Exceptional Leave requests except in exceptional cases. Parents will be asked to provide evidence of the reasons for the request.
- Requests for Exceptional Leave must be submitted in writing on the MAT Exceptional Leave request form below (**Appendix 3**).
- Each request will be considered individually, taking account of attendance/punctuality, pupil's/students educational progress and the nature of the request.
- **Exceptional leave does not include weddings and social functions.**
- Requests on medical grounds must be **supported with NHS documentation**. This includes requests for medical treatment abroad which must be supported by NHS documentation, stating that their medical needs cannot be met in the UK.
- All unauthorised absences will be reported to the Participation Team which has the legal authority to impose a £60 fine per child per parent/carer (e.g. mother + father = £120). Fines imposed and not paid within 21 days, will be doubled to £120 for per child per parent/carer. Failure to pay within 28 days may result in a summons from the Magistrates Court and a fine could be issued up to £1000. The parent/carer must contact the school on the planned date of return.
- Patterns in unauthorised absences e.g. either side of school holidays, is tightly monitored by senior leaders.

**If there is no improvement in attendance and punctuality, then the school may refer the pupil/student/family to The Participation Team for a Fast Track Attendance Panel Meeting** which could result in legal action being taken. You may contact the Participation Team, who will work with you and the school to resolve the situation. (Telephone numbers are available from the respective school offices).

## GNSA Secondary Phase -Punctuality Procedure 2018

Time	Action
<b>7.50 – 8.00</b>	Students arrive to school and go to their form class
<b>GREEN</b>	
<b>8.01 – 8.05</b>	<p>If students enter the school building between <b>8.01 – 8.05</b>:</p> <ul style="list-style-type: none"> <li>• A stamp is placed in the students diary by Progress Leaders</li> <li>• A late mark is recorded by Progress Leaders</li> <li>• Student must attend a late detention in specified room at lunch time</li> <li>• A present mark is registered by the Form Tutor</li> </ul> <p>If no stamp has been placed in the diary then the student has arrived into school on time, however has not made their way to form on time. In this case, sanctions can be set at the discretion of the Form Tutor</p>
<b>AMBER</b>	
<b>8.06 – 8.35</b>	<p>If students enter the school building between <b>8.06 – 8.35</b>:</p> <ul style="list-style-type: none"> <li>• Students sign in at reception</li> <li>• The Student must attend a late detention in specified room at lunch time</li> <li>• A late mark is registered by the form tutor on Sims (Registers should be saved and any absentees should be recorded as 'N').</li> </ul>
<b>RED</b>	

- Students arriving to school after 8.01 will receive a letter home on the third occasion.
- After a further 3 lates, parents will be invited into the school for a meeting with the Form Tutor and Progress Leaders.
- If punctuality problems persist, the student and parents will be required to attend a punctuality seminar held at the school at 8.00am on a pre-determined Saturday.
- Where there is no improvement in punctuality The Participation Team will be informed.



**GURU NANAK MULTI ACADEMY TRUST LTD**  
Temporary absence during school day

**PERMISSION SLIP - PRIMARY PHASE**

Please book all Non-emergency Medical and Dentist Appointment outside of School hours

Full Name of Pupil:

Class:

Reason: (Write Hospital name/department or GP Name/Practice). Evidence required for all appointments

\_\_\_\_\_ Hospital \_\_\_\_\_ Department

\_\_\_\_\_ GP Appointment with \_\_\_\_\_

\_\_\_\_\_ Orthodontist with \_\_\_\_\_

Other medical Appointment. Please state where/department: \_\_\_\_\_

Appointment

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Collection Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Parent/Carer Signature:

Print Full Name: \_\_\_\_\_

Date:

- Please complete and return to your class teacher **3 days prior to the absence.**
- For any other leave please use the Exceptional Leave form.

----- Evidence seen and permission given – *for office use only* -----

Admin/Class Teacher: Please tick evidence seen:

Hospital letter

Appointment Card

Note in diary

Other (please state)

\_\_\_\_\_

Comments:

Assistant Principal's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

After completion please return to School Office.

Thank you for your co-operation



## GURU NANAK MULTI ACADEMY TRUST LTD

Temporary absence during school day

### PERMISSION SLIP – SECONDARY PHASE

Please book all Non-emergency Medical and Dentist Appointment outside of School hours

Full Name of Student: \_\_\_\_\_

Form: \_\_\_\_\_

Date request made: \_\_\_\_\_

Reason: (Write Hospital name/department or GP Name/Practice). Evidence required for all appointments

\_\_\_\_\_ Hospital \_\_\_\_\_ Department

\_\_\_\_\_ GP Appointment with \_\_\_\_\_

\_\_\_\_\_ Orthodontist with \_\_\_\_\_

Other medical Appointment. Please state where/department: \_\_\_\_\_

Appointment

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Collection Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Permission given by Parent in writing for student to go alone to the appointment

- Please complete and return to your Form Tutor 3 days prior to the absence.
- For any other leave please use the Exceptional Leave form.

----- Evidence seen and permission given – *office use only* -----

Admin/Form Tutor: Please tick evidence seen:

Hospital letter

Appointment Card

Note in diary

Other (please state)

\_\_\_\_\_

Comments:

Form Tutor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Progress Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please hand this slip to the School Office when leaving for the appointment.  
Thank you for your co-operation



**NANAKSAR PRIMARY SCHOOL**  
Springfield Road, Hayes, Middlesex, UB4 0LT  
Telephone: 0208 561 6318  
email: [admin@nanaksar.co.uk](mailto:admin@nanaksar.co.uk)

Temporary absence during school day  
**PERMISSION SLIP**

Please book all Non emergency Medical and Dentist Appointment outside of School hours

Full Name of Pupil:

Class:

Reason: Doctors/ Hospital/Dentist/Orthodontist/Other Medical *Please specify*  
Venue:  
*(Name & Address)*

Appointment Date & Time:

Time expected back at School: \_\_\_\_\_

Time to be collected: \_\_\_\_\_

Parent/Carer Signature:

Date:

Print Full Name:

- Please complete and return to your class teacher 3 days prior to the absence.
- For any other leave please use the Exceptional Leave form.

-----Evidence seen and permission given – *for office use only*-----

Admin/Class Teacher:

Please tick: Seen Hospital letter/Appointment Card/Note in diary/other (please state)

Date:

Comments:

Deputy Head Signature:

Date:

- After completion please return to Attendance Officer to file in School records.

Thank you for your co-operation





## Guru Nanak Sikh Academy Ltd Exceptional Leave Request Form



- Parents/Carers are **not expected to apply for holidays for their children during the school term**, they are expected to take holidays during school breaks.
- Parents/Carers **do not** have the right to take their child out of school for a holiday.
- In line with recommendations we will not be authorising Exceptional Leave requests except in exceptional cases. Parents will be asked to provide evidence of the reasons for the request.
- Requests for Exceptional Leave must be submitted in writing on the MAT Exceptional Leave request form below.
- **Exceptional leave does not include weddings or social functions.**
- All unauthorised absences will be reported to the Participation Team which has the legal authority to impose a £60 fine per child per parent/carer (e.g. mother + father = £120). Fines imposed and not paid within 21 days, will be doubled to £120 for per child per parent/carer. Failure to pay within 28 days may result in a summons from the Magistrates Court and a fine could be issued up to £1000. The parent/carer must contact the school on the planned date of return.
- Patterns in unauthorised absences e.g. either side of school holidays, is tightly monitored by senior leaders.

**If after reading the above, you still feel that your request for leave is exceptional and does not fit in any of the above criteria, please complete the form below.**

Surname:		Forename:		Class/Form:	
Dates requested;	First date of absence:	Last date of absence:		Number of school days	
Reason: (Please attach evidence).					

I have read and understood the above criteria:

Parent /Carer

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please list siblings in GNSA or Nanaksar Primary school: *(Please write overleaf if more space needed)*

Name(s)	D.O.B	Class	School(s) (GNSA or NPS)

Office use only:

Decision: \_\_\_\_\_ Asst. Principal /Deputy Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments

**If unauthorised leave is taken, a copy of this form will be passed onto the Participation Team.  
A fixed penalty fine may be issued.**