



## **Taleem Attendance and Punctuality Policy**

### **Purpose of our procedures**

1. Make clear the expectations of regular and punctual attendance
2. To raise levels of attendance and punctuality
3. To ensure that the school is notified at the earliest possible opportunity of the absence of a pupil in order to ensure class registers are filled in accurately
4. Develop links with parents and to foster a joint concern about their child's attendance and punctuality

### **Improving Attendance**

We will strive to encourage regular and punctual attendance by:

1. Providing a stimulating and relevant curriculum
2. Providing a safe, secure atmosphere which allows for diversity and in which pupils are protected
3. Ensure that the school environment is clean, pleasant and welcoming
4. Ensure that there are fair and effective Code of Conduct, antibullying and anti-discriminatory policies in place
5. Encouraging every student to monitor and improve their own standards and set personal goals
6. Publicising form attendance as a means of encouraging healthy competitions between classes.
7. Rewarding good attendance through individual and group through praise, attendance certificates, rewards, merit system and certificates
8. Notifying the parents of the student's attendance — by reports and school contact
9. Form tutors and all teaching staff having the highest expectations of good attendance and making students well aware of this fact

### **Incentives and Rewards**

The school will recognise good and improved attendance by certificates for 100% attendance and punctuality: and rewards for highest attending form group.



## **Attendance**

Regular attendance is crucial for a student's learning development. We urge all parents and guardians to inform the Institution of any lateness.

If a child is absent three or more times, the headteacher will contact the parent to gain an understanding of the reasons why the student is absent.

Fees will not be refunded for any absence regardless of the reasons.

## **Withdrawal**

We request that those wishing to withdraw from studies at the Institute should provide our team with a two-week notice. Written notes and verbal request are both acceptable.

For those wishing to pause their studies by taking a temporary leave, there are two options available:

1. Short term pause: this option is suitable for those who need a few weeks away from their studies. We encourage parents to meet with staff to further discuss this option.
2. A deferral: there is an option to defer your studies for a single year.

A permanent withdrawal and a deferral will result in the student paying a registration fee upon return.



## **Lateness Procedure**

We take great care in planning our lesson in detail. Pupils who arrive late to class disrupt the learning and teaching of students and staff. Our school doors open 10 minutes before each session and strongly encourage our students to arrive early.

1. Children who arrive after class has started will be marked late. Parents will not be allowed in class.
2. Children who are late are asked to enter the class quietly and to respect the fact that the class has begun and will need to continue without interruption.
3. A log will be kept of all students who arrive late.
4. Our required attendance rate is 80%. All students who do not meet this criterion will be monitored by senior management.

## **Child pick up policy**

We advise all parents to use an environmentally friendly transport method where possible.

All cars should be parked carefully without causing disruption to the community.

Taleem Institute is not responsible for any damage and theft of vehicles.