



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 antidiscriminatory 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 actively encourage and celebrate good and improved attendance through a range of incentives. Students who achieve 100% attendance and punctuality will be awarded certificates in recognition of their commitment. Additionally, the individuals with the highest overall attendance will receive special rewards to acknowledge their collective effort. These initiatives aim to foster a positive school culture where regular attendance is valued and encouraged, ultimately supporting students in achieving their full potential.

Attendance

Regular attendance is crucial for a student's academic progress and overall development. Consistent attendance ensures that students fully engage with their learning, participate in class activities, and benefit from the structured educational environment.

We strongly urge all parents and guardians to inform the institution promptly if their child is running late or unable to attend. Clear and timely communication helps us monitor attendance effectively and provide necessary support where needed.

If a child is absent for three or more days, the headteacher will personally contact the parent or guardian to discuss the reasons for the absence and explore any necessary interventions to support the student's return to school.

Please note that fees will not be refunded for any absences, regardless of the reason. This policy ensures the sustainability of our educational services and reinforces the importance of regular attendance.

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.



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Child pick up policy

We encourage all parents and guardians to prioritize environmentally friendly transportation methods whenever possible. Walking, cycling, carpooling, or using public transport can help reduce traffic congestion, minimize pollution, and contribute to a healthier community.

For those who need to drive, we kindly request that all vehicles be parked responsibly and with consideration for local residents, ensuring that driveways, access points, and pedestrian walkways remain unobstructed. Safe and mindful parking helps maintain positive relationships within the community and ensures a smooth flow of traffic around the institution.

Please note that Taleem Institute is not responsible for any damage, loss, or theft of vehicles or personal belongings left inside them. We advise all vehicle owners to take necessary precautions, such as locking their vehicles and avoiding leaving valuables inside.