Attendance and Punctuality Policy

Introduction

At Alamiyah, we believe good attendance plays a fundamental role in supporting children's achievement, wellbeing, longer term outcomes, routines and independence. We will promote and encourage full attendance for all of our children to give them the strongest start. Establishing regular routines for young children supports the settling-in process and enhances their sense of security and belonging. When a child has a part-time place, regular attendance is especially important. We believe that parents have a very important role to play and therefore foster strong communication systems and home-school links so that whenever there is concern about attendance it can be addressed promptly.

This policy outlines the procedures to promote and monitor attendance and those that will be followed if a child is absent from the setting. We wish to create a culture where good attendance and punctuality is valued by all and so will work together with parents to remove barriers to attendance. We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between parents and the key person, who may be able to offer advice and support or referrals to other agencies who may be able to help, such as the health visiting team, portage or early help.

To promote good attendance, Alamiyah will:

- Share attendance expectations with parents prior to admission, including conveying clearly to parents that regular attendance and punctuality
    - Is expected
    - Is in the child's best interest, and
    - unexplained absences will be investigated
- Maintain records of attendance to enable monitoring and evaluation so that emerging patterns are addressed
- Foster a positive attitude to good attendance
- Target persistent absence or punctuality issues and aim to set in place strategies to support improvement

Whilst attendance is not statutory, authorised absence will be granted in the following circumstances, where parents inform the setting on the first day of absence or prior to the first day of absence:

- Illness of the child
- Illness of siblings or parents
- Bereavement
- Health services appointments
- Holidays, including extended visits to family overseas
- Religious observance
- Emergency or exceptional circumstances.

When informing the setting of any absence please do make sure that you convey the following:

- reason for absence
- If absent due to illness, the nature of the illness so that appropriate steps can be taken
- providing a return date for the absent child (if known)
- informing the setting daily of the reason for absence if no return date is known.
- In the event of no notification of absence, a member of the staff will attempt to contact the parents of any absent child to verify that the child in question is safe and the parents are aware of the child's whereabouts.

Monitoring attendance

Records of children's attendance are accurately kept and regularly monitored to ensure that we can identify any potential problems and look for patterns. All management and staff are alert to signs that children and learners who are missing might be at risk of abuse or neglect, and appropriate action is taken when children stop attending. While we are aware that attendance is not statutory, we recognise that non-attendance could be an

indicator of other concerns. All management and staff are particularly aware of the need to monitor groups such as those who are considered to be vulnerable learners.

Procedures to record, monitor and follow up absences

Registration will be completed at the start of each session within 15 minutes of the start time, once the door has closed to record attendance or non-attendance.

Absence - Non-attendance:

- If a child is absent and we are informed of their reason for absence this will be recorded on the register
- The setting will follow up any unknown absence, on the day, where the parent has not made contact. This will take place by 10am in the morning and in the afternoon by 2:30pm. This is to ascertain the reason for absence. Phone contact will be established by staff and followed up with an email.
- If no contact is made, then we will follow this process:
    - Contact any second main carer (to priority and secondary numbers, e.g. home and work)
    - Contact the first emergency contact number
    - Contact the second emergency contact number.
- If contact cannot be made by telephone call, a home visit may be carried out if there is a concern and a contact note will be posted through your door if there is no response
- If there continues to be no contact and there is cause for concern, the health visiting service and/or the Children and Family service will be contacted to ascertain if family support may be needed
- In more urgent cases, the police may be contacted to carry out a welfare check

Holidays taken in term time

Parents should take holidays out of term time. They must request permission from the manager/executive director for their child to be given authorised leave of absence for a holiday in term time on the form available from the office or requested on email.

If management feels that it is necessary, the parents may be asked for more information, or be asked to attend a meeting to discuss the leave. If the holiday is taken after permission has been refused, the absences will be noted in the register and the child's records as unauthorised, and the attendance officer will be informed.

Punctuality

Persistent lateness is disruptive and unsettling to the child and does not allow the child to build good habits, a regular routine or to establish independence. Pupils who arrive late, affect the wellbeing of all pupils since it is disruptive not only to their own settlement, routines and education but also that of others. Pupils arriving for the AM session after 9:25am and after 2:10pm for the PM session will be considered late.

In order to minimise disruption to the classroom environment, late arrivals in the morning have been limited to a single reopening of the gate at 9:25am for all children. Anyone arriving later than 9:25am for the morning session will not be admitted into the setting without prior agreement. Similarly any child arriving after 2:10pm will not be admitted to the afternoon session without prior agreement since it is a shorter session and cannot be accommodated except in extremely rare exceptional circumstances.

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Last Reviewed: 07/09/2026

Signed by Nasim Bobat (Manager) and S Motara (Executive Director / Nominated Person) on behalf of Alamiyah Montessori

Appendix 1: Codes to record pupil attendance and absence

Code	Full name	Description
The student is counted as present.		
tick	Present am or pm	Present during registration.
The student is counted as present, at an Approved Educational Activity.		
V	Educational trip	An educational trip organised by the setting during the hours the the pupil usually attends
The student is counted as absent, authorised.		
C	Other Authorised Absence	Leave of absence for exceptional circumstance
M	Medical/Dental Appointments	The pupil is absent due to a medical or dental appointment that could not be made outside of session hours
H	Holiday	Holiday that has been agreed in advance and authorised
R	Religious Observance	The pupil is absent for religious observance on a day designated by the religious body
I	Illness	This illness code can be used for any form of illness
The student is counted as absent, unauthorised.		
O	Unauthorised Absence	If the setting is not satisfied with the reason given for absence they should record it as unauthorised.
These codes are not counted so will not affect attendance figures.		
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Settings must take attendance for pupils from the first day the student should be attending the setting.
#	Setting Closed To Pupils	This code should be used for whole or partial closures that are known or planned in advance such as holidays, weekends, inset days