Tarbiyyah Global Academy
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ATTENDANCE, PUNCTUALITY AND CHILDREN MISSING EDUCATION POLICY

Every lesson counts — and every absence is noticed

ACADEMIC YEAR 2026 – 2027

Policy name	Attendance, Punctuality and Children Missing Education Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Attendance Lead (Deputy Headteacher)
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.3, updated 19 November 2026)
Next review due by	31 August 2027
Read alongside	Child Protection and Safeguarding Policy; Live Lesson Protocols; Flexible Learning Policy; Behaviour and Online Conduct Policy; Supporting Pupils with Medical Conditions Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Regular, punctual attendance at live lessons is essential for progress, wellbeing and safety. In an online school, attendance is also our main daily assurance that each child is safe. This policy sets out how attendance is recorded, what we expect of families, and how we respond to absence.

2. Legal and Regulatory Context

The Academy has regard to the DfE guidance Working together to improve school attendance, Keeping Children Safe in Education, the Children Missing Education guidance and the OEAS

standards. Families living outside England should also be aware of any compulsory education requirements in their country of residence.

3. Expectations

Area	Expectation
Attendance target	At least 96% attendance for every pupil
Punctuality	Logged in and ready at the start time of every lesson
Camera	Camera on for registration so the teacher can see the pupil is present and well
Term-time holidays	Not permitted. Leave of absence is granted only in exceptional circumstances by the Headteacher, requested in advance
Flexible Learning	Pupils on an agreed Flexible Learning plan follow the attendance arrangements in that plan

4. Registration

- Every live lesson has its own register. The teacher takes it in the first five minutes of the lesson and completes it before the lesson ends.
- A pupil counts as present when they have joined, are on camera for registration and respond when spoken to. A pupil who logs in and leaves is not present.
- A pupil who joins after the register is taken but within ten minutes of the start is marked **L** (late, counts as attending).
- A pupil who joins more than ten minutes after the start is marked **U** (late after the register closed). This counts as an unauthorised absence for that lesson unless the office accepts a reason.
- A pupil who is logged in but not engaged (no camera, no response to direct questions) after a reasonable check is marked present with a note that they were not engaged, and the form tutor is informed. Repeated notes are followed up under the Behaviour and Online Conduct Policy.
- Pupils in other time zones follow the same rules from the lesson's UK start time.
- Watching a recording or completing the work later does not count as attending the live lesson.
- Pupils join live lessons signed in with their school Microsoft account. Anyone not signed in with a school account waits in the lobby and is only admitted by the teacher.
- After each lesson, the Teams attendance report fills in any pupil the teacher has not marked: joined within five minutes of the start is present (/), within ten minutes is late (L), later is U, and a pupil who did not join, or stayed for less than half the lesson, is N. These marks show as "Marked from Teams". Staff check them and change any that are wrong; a teacher's own mark is never replaced by Teams.
- Teams only shows that a pupil was connected, not that they were on camera, engaged and well, so the teacher's check at the start of the lesson still applies.
- The office checks every day for registers not completed and chases them by the end of the school day.
- Registers are kept for three years.

5. Reporting Absence

Parents should report absence before 09:00 UK time on the first day, through the Parent Portal's absence form, stating the reason and the expected return. For absence lasting more than one day, parents update the Academy daily.

The Academy uses the Department for Education's national register codes. The codes used most often are:

Code	Meaning	Counts as
/	Present	Attending
L	Late, within ten minutes of the start	Attending
U	Late, more than ten minutes after the start	Unauthorised absence
I	Illness	Authorised absence
M	Medical or dental appointment that could not be arranged outside lessons	Authorised absence
R	Religious observance (for example Eid)	Authorised absence
C	Exceptional circumstances approved by the Headteacher	Authorised absence
C2	Part-time or flexible timetable agreed with the Academy	Authorised absence
E	Suspended or excluded	Authorised absence
N	No reason given yet (changed once the reason is known)	Unauthorised absence
O	Reason not accepted	Unauthorised absence
G	Holiday in term time	Unauthorised absence
TECH	The pupil could not connect (see section 8)	Technical absence, reviewed
Y7	The Academy's own live-lesson system failed, or another unavoidable cause	Not counted
#	Planned closure	Not counted

The Academy does not routinely require a doctor's note for short illnesses but may ask for evidence where absence is frequent or prolonged.

6. Following Up Absence

1. If no reason has been given, the Academy contacts parents by message and phone by 10:00 UK time (or within one hour of the first missed lesson for pupils on a different time zone pattern).
2. If parents cannot be reached, emergency contacts are tried.
3. If there is still no contact by the end of the day, or there is any welfare concern, the DSL is informed.
4. Where a pupil is absent without explanation for two consecutive days, the DSL considers a welfare call and further action.

5. Where a pupil leaves and the Academy does not know where their education will continue, the Academy may share its concern with the relevant local authority as good practice. For pupils abroad, the DSL decides on appropriate action under the Child Protection and Safeguarding Policy.

7. Improving Attendance

Stage	Action
Below 96%	Form tutor discusses attendance with the pupil and parents
Below 92%	Attendance Lead meeting with parents; support plan agreed and reviewed after four weeks
Below 90% (persistent absence)	Formal attendance meeting; consideration of SEND, health, wellbeing or technical barriers; possible Flexible Learning review
Continued concern	Headteacher review; for pupils in England, consideration of local authority involvement; the Academy may review whether the placement remains suitable

Persistent lateness is managed through the Behaviour and Online Conduct Policy and, where connected to the home environment or connectivity, through practical support.

8. Technical Difficulties

Families are responsible for a suitable device and connection (see the Fees Policy). Where a pupil cannot connect, they should: try rejoining once; message the form tutor through the Student Portal; and complete the work set for the lesson on the Student Portal.

What happened	How it is recorded
The pupil joined but had a poor connection or dropped out briefly	Present or late, with a note
The pupil could not connect, the family told the Academy on the day and the set work was completed	TECH: a technical absence, not held against the pupil
The pupil could not connect and the family did not tell the Academy, or the work was not completed	N, then O: an unauthorised absence
The Academy's own system or the teacher's connection failed, so the lesson could not go ahead	Y7, or # if the lesson was cancelled: not counted

Two or more technical absences in any 30 days prompt a conversation about support, which may include a device check.

9. Pupils with Medical or Additional Needs

The Academy works with families of pupils with long-term illness, SEND or disability to agree reasonable adjustments, such as a reduced or flexible timetable for a time-limited period. Attendance awards are designed so that pupils with a long-term health condition are not disadvantaged; recognition is given for improvement and effort as well as percentages.

10. Withdrawal

A pupil is only withdrawn from the admissions record once the Academy is satisfied it knows where the pupil will continue their education. Where a pupil leaves and the Academy does not know where their education will continue, the Academy may share its concern with the relevant local authority as good practice.

11. Monitoring and Review

The Attendance Lead reports attendance weekly to senior leaders and termly to trustees, including patterns by year group, SEND and time zone. This policy is reviewed annually.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith