

## Why is Punctuality Important?

At IQRA Academy we expect all students to arrive on time ready to start the day and to be punctual to all lessons.

Arriving on time is a great start to the day, putting your child in the right frame of mind to make the most of the day's learning. Good punctuality is linked to good attendance which we know leads to better outcomes for children and young people.

### Arriving on time:

- Sets good habits for adult working life.
- Maximises educational achievement.
- Helps your child develop friendships and relationships.
- Boosts your child's confidence and self-esteem.

### Arriving late, however:

- Puts your child at an immediate disadvantage to other students who have arrived on time.
- Potentially put your child at risk
- Means your child misses important information at the start of lessons.
- Is embarrassing for your child.
- Disrupts lessons for other students.
- Can damage your child's confidence and self-esteem.

## Reporting an Absence

Telephone: 01274 773350 (you can leave a message 24 hours a day)

Email: [office@iqra.bradford.sch.uk](mailto:office@iqra.bradford.sch.uk)

Please let us know your child's name, year group, the date of the absence, the reason for absence, and, if you can, the expected date of return.

If you wish to discuss your child's absence, please ask us to return your call.

### Useful Links

<http://www.iqraprimary.co.uk>  
[www.gov.uk/school-attendance-absence](http://www.gov.uk/school-attendance-absence)  
<http://bso.bradford.gov.uk/>  
[www.bbc.co.uk/schools/parents/school\\_attendance](http://www.bbc.co.uk/schools/parents/school_attendance)

## Contact Us

IQRA Academy  
Drummond Road  
Bradford  
West Yorkshire

Tel: 01274 773350  
Email: [office@iqra.bradford.sch.uk](mailto:office@iqra.bradford.sch.uk)



# School Punctuality

*A Guide for Parents / Carers*

## Registration Procedure

- Students are expected to arrive by 8:50am
- The registers will close at 9:15am Any student arriving after this time without a valid reason will receive an unauthorised absence mark.

## Appointments

Appointments should be arranged outside school hours wherever possible. If it is unavoidable, ideally students should attend before their appointment, sign out at reception and then return to the main reception after their appointment.

If the appointment is early and your child will not be coming to IQRA Academy on time, please notify the Attendance Officer sending confirmation of the appointment in with your child. When your child arrives at the school, he/she should sign in at reception and will receive a late mark.

Confirmation of all appointments is now a requirement. This can be an appointment letter, card or confirmation slip. Without this confirmation, absence will remain unauthorised.

## What to do if your child is late.

You should notify the school as soon as possible that your child is going to be late. Write a note and ensure your child hands it in to the main reception.

## What can parents/carers do?

- Encourage your child to be independent and prepare for school the night before.
- Encourage your child to get into the habit of doing homework at night - rather than rushing to do it over breakfast.
- Encourage your child to develop a good bedtime routine so they have plenty of rest - have a set bed time, no television, computers or games consoles and switch off mobile phones.
- Invest in a reliable alarm clock and encourage your child to be independent in getting themselves up.
- Allow plenty of time for the journey to school, allowing for traffic hold ups, etc.
- Have a back-up plan in case there is a problem - friends/family, neighbours or parents of school friends who can help out.
- Above all, if you're having problems, contact us as soon as possible for support.

## How can we support you?

At IQRA Academy we firmly believe that working in partnership with parents/carers is the best way to improve outcomes for our students. If you are worried about your child's punctuality, please contact us to discuss any issues you may be having.

We monitor attendance and punctuality closely and if your child is regularly late, we may contact you to discuss how we can work together to improve the situation. In some cases, we may invite you into school for a meeting to discuss how we can best support you to improve your child's punctuality.

## What does the law say?

As a parent/carer, you have a legal responsibility to ensure that your child attends school regularly and on time. Parents/carers whose children regularly arrive late could be deemed to be failing in their responsibility to ensure regular attendance at school and parents/ carers can be issued with a Penalty Notice or even prosecuted in the Magistrates Court. The Education Act 1996 (section 444) allows for legal proceedings to be instigated by Local Authorities.