

## ATTENDANCE & PUNCTUALITY POLICY AND PROCEDURES 2022-23

<b>Implemented:</b>	<b>September 2011</b>
<b>Next Review:</b>	<b>June 2023</b>

Attendance in school and punctuality is essential for successful attainment. The odd day off here and there soon mounts up to a significant impact on learning. Reasons for absence must always be communicated to the school.

The National Foundation for Educational Research in the UK ([www.nfer.ac.uk](http://www.nfer.ac.uk)) has shown that there is a significant association between absence and attainment.

Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons. If a child is sick, parents should call the school and speak to the form tutor or write a note in the planner/email to explain the absence. Child should reach school on time regularly as late arrival results in missing registration time activities/ lesson time in the morning. **KHDA guidelines for attendance are as follows: 98% excellent, 96% good, 92% satisfactory and less than 92% unsatisfactory.** The school cannot authorize absences. Absences of more than 48 hours without the support of a sick note will be worked as unauthorized absence. If a child needs to miss school for any other reason this should be requested in writing to the Head of Primary/Head of Secondary.

### Expectations

We expect that all our **students** will

- Attend school regularly and attend all lessons (face to face at school or online)
- Arrive/log in on time to school and to all lessons
- Be properly prepared and equipped for the day's learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Be responsible for carrying out any work provided by the school during an authorised absence period

We expect that **Parents/Guardians** will

- Place a high priority on attendance and achievement
- Not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually Form Tutor or Head of Year) of any reason or problem that may hinder their child from attending school

- Work with the school to resolve issues where possible and ensure good attendance and punctuality
- Ensure their child is punctual to school or log in on time for the online lessons.
- Contact school, either by email to the Form Tutor or Head of Year, or by telephoning reception (048820444) on the first morning of absence, preferably before 8:30 a.m., whenever their child is unable to attend school
- In the event of the student contracting an illness, suffering an injury or having COVID like symptoms /tests positive which would make an absence of 3 or more days likely, parents should inform the school immediately, and subsequently keep the school informed on progress. Please follow school guidelines shared as per KHDA/DHA protocols.

We expect the **Form Tutor will**

- Use the lanyard to punch her /his own attendance latest by 7:30 am.

	Own Transport	Bus
Primary Staff	Entry next to School Book Store	Next to FS stair case
Secondary Staff	Entry to reception	Entry 2

Set an example by having good attendance and arriving on time to registration – Teachers should be in the class room by 7.35 a.m.

- Take the attendance at 7:40 a.m in Phoenix. Accurately mark attendance only when you see the student face to face.
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.
- Teacher to mark late if the student enters the class after 7:40 am. Late sms will go to parents through Phoenix.
- Ensure absence email are received and record reasons of absence accurately.
- Contact home if a student is absent from school without a reason – this will happen during or after **the first day of absence**.
- Alert the Head of Year if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Check students’ record for late attendance during other lessons.
- Alert the Head of Year regarding any concerns about absence and punctuality if action they have taken proves ineffective.
- Keep a record of all intervention.
- Celebrate attendance and punctuality appropriately for the year group e.g. displays, certificates, letters home, etc. Refer to Stepped Response Policy
- Refer to attendance and lateness when writing report using the following language
  - Outstanding - 100%
  - Excellent >98%
  - Very good >96%
  - Good > 95%
  - Satisfactory > 94%
  - Unsatisfactory <94%
  - Unacceptable <92%

*\*Specialist teachers in Primary and all subject teachers in Secondary must accurately mark attendance only when you see the student either face to face or the student has logged in online.*

We expect the **Head of Year** will

- Promote good attendance and punctuality within his/her year group to ensure targets are met.
- Collate an attendance and punctuality data at least monthly and give to Form Tutors to discuss with their classes.
- Use a monthly attendance display to raise awareness for 100% attendance. Ensure all Form Tutors are familiar with and follow the Attendance and Punctuality Policy.
- Provide support and training for Form Tutors as required.
- Monitor and supervise the work of their year team in promoting and ensuring good attendance and punctuality
- Use monthly data analysis to identify individuals and groups. The Head of Year will be looking for -
  - a) unauthorised absence
  - b) frequent short absences, particularly where a pattern emerges; e.g. every Thursday
  - c) Persistent lateness

**Interventions may include**

- A priority mentoring session with the Form Tutor
- The Head of Year meets with the students to discuss any issues
- The school counsellor meets with specific students
- Letter or home phone call outlining concerns
- A meeting with parents with form tutor/Head of Year/Head of Key Stage recorded in the Attendance/Lateness Meeting with online Parent Form.
- If it persists, meeting with Head of School and Attendance/Lateness online form is filled and reviewed.
- Keep a record of all interventions and monitor improvements in attendance and punctuality
- Ensure parents send an application for holidays/known absence
- Follow-up the Stepped Response for follow-up action
- Persuade parents not to time off holidays during term.

### **Rewards**

- Students who have improved attendance and/or punctuality will receive an appreciation email.  
- Students with 100% attendance and no lateness will be rewarded at the end of each term and year groups with the best attendance will also be rewarded. Head of Year will decide on appropriate rewards for their year group, which may include

- Certificates
- Mention in a school assembly
- Email/letter sent to parents

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five(5) incidents of tardiness in a short period of time such as an academic term	Written warning to student and notify parents by Form Tutor/Head of Year. Tardiness will be noted in the student’s progress report.
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the Principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in student’s progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following:  <ul style="list-style-type: none"> <li>•Community hours at the school or beyond.</li> <li>•Detention during school break or after school hours.</li> <li>•Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.</li> <li>•A written notice announcing refusal to re-enroll the student in the school for the following academic year after KHDA approval</li> </ul>

Offence	Frequency	Implications
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a	The four(4) incidents of absenteeism in a short period of time such as an academic term	Written warning to student and notify parents. Absent days will be noted in the student’s progress report.
	Up to an additional three (3) instances of absenteeism in a short period of time, such as a month.	Parents and student to be called to a meeting with the Principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students’ progress report.

valid medical or family related excuse.	Any additional incidents to the above	At the discretion of the school, decision might include: •Community hours at the school or beyond. •Detention. •Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days. •A written notice announcing refusal to re-enroll the student in the school for the following academic year after KHDA approval
---	---------------------------------------	--

**These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.**

## PROCEDURE

- The school expects all children/students to be in the respective classroom/form rooms /online registration by 7:35 a.m. Students entering the form class after 7:40am will be marked late and late sms will be sent to the parents. Registration is between 7:40 a.m.-8:00a.m. The school gate is closed at 7:30 a.m.
- Form Tutors fill in the electronic register at the beginning of each day by 7:50 a.m. **at the latest**. The register must then be closed. If this timing is not adhered to, Heads of Key Stage must be informed. An SMS to parents of absent children is sent by 8:55 a.m.
- Any child arriving after 7:55 a.m. is required to log in at the security, **and has to report to main reception. The child will be escorted to respective school secretary to mark the late attendance to school. An email will be sent by secretary to the parent keeping the Form Tutor and Head of Key Stage in copy.**
- Each time a child arrives late than 7:35am , parent/child is spoken to. Upon two late slips, Form Tutor either writes or calls the parent. If regular lateness impacts on learning then a meeting must be called. All late slips and record of phone call/email needs to be shared with parent in the meeting. Notes will be taken using the lateness and attendance form and a record kept that meeting has taken place. Warning letter will be issued with each lateness and tardiness.
- Attendance is updated as parents ring in or email with sickness information.
- Any pertinent information about the reason for absence should be communicated to the Form Tutor.
- Form Tutors should be vigilant with regard to poor attendance and/or punctuality on a **weekly basis** and discuss any attendance and/or punctuality concerns with the Head of Year and parent.
- Heads of Years and Heads of Key Stages should review this action each month.
- Where a concern is identified or upon two consecutive absences/two lates in a week, the Form Tutor will make a telephone call to the parent to share the concerns/find out any background information.

- The concern will be monitored on a weekly basis; if it continues, parents will be asked to attend a meeting with the Head of Year and Head of Key Stage. This will be recorded in the Attendance/Lateness Meeting with Parents Form.
- A formal letter will follow this meeting confirming the discussion.
- If a parent is unable (without good reason) to ensure the timely and/or regular attendance of their child to the extent that the child's learning is affected then the school must reconsider the continued registration of the child in the subsequent year, by recording and issuing written warning letter and after approval from KHDA.

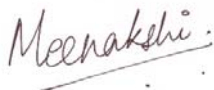
#### LATE PICK-UPS

- Children (Years 1-5) should be picked up no later than 2:30 p.m. from the respective collection area. If parents fail to pick-up till 2:40 p.m., a call is made. Parents who pick-up after 2:40 p.m. are asked to log in the late register. If it continues, Head of School will meet the parent personally.
- Parents who are persistently late will be rung by the Front of House staff (PA to Head of Primary, PA to Head of Secondary and PRE).
- Parents will meet with respective Head of School if they are persistently late to pick up. This may lead to non-reenrollment for the next academic year, by recording and issuing written warning letter and after approval from KHDA.

#### **Late pick-up following after school learning opportunities or clubs:**

- Year 11 to 13 after school lessons will finish at 4:00 p.m. After which the students must promptly leave the school premises. Parents must pick up their children latest by 4:10 pm.
- Parents who are persistently late will be rung by the Front of House staff (PA to Head of Primary, PA to Head of Secondary and PRE).
- Parents will meet with respective Head of School if they are persistently late to pick up. This may lead to non-reenrollment for the next academic year, by recording and issuing written warning letter and after approval from KHDA

Signed :

Meenakshi

Date : June 2022