ATTENDANCE &

PUNCTUALITY POLICY

Policy Reviewed – March 2025

Date of Next Review- March 2026

Rationale:

Consistent and timely attendance in school holds paramount importance. When children consistently arrive late or are absent, they swiftly lag in their studies, often resulting in significant learning gaps. These gaps impede their academic progress and hinder their ability to meet the expected learning standards for their age group. Hence, it is incumbent upon parents to ensure their child's presence in school every single day throughout the academic year to fully capitalize on the educational opportunities available.

KHDA Regulations

KHDA attendance expectations are as follows:

98% outstanding

96% very good

94% good

92% acceptable Less

than 92% weak

Less than 90% very weak

Aims and Objectives

At our school, we firmly hold the conviction that consistent attendance and punctuality are fundamental factors in fostering a student's exceptional advancement academically. Consequently, inadequate attendance or chronic tardiness will adversely impact the student's capacity to acquire knowledge and advance at the anticipated rate.

This attendance policy ensures that all stakeholders in our school (parents, pupils, and staff) are fully aware of and clear about the actions necessary to promote good attendance. The aims include:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Arrive on time at school and to all lessons.
- Achieve 98% or better attendance for all children.
- Create an ethos in which good attendance and punctuality are recognized as the expectation and are valued by the school.
- Raise awareness among parents and children of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Monitor attendance and ensure consistency in dealing with regular absences.
- Recognize the key role of all stakeholders, but especially parents and class teachers, in promoting good attendance.

Request for Absence

In any instance where a parent wishes their child to have a period of absence from school, they must complete an a Absence Request Form in 'Mograsys which will be reviewed by the school and a decision on approval or non-approval will be provided to the parents.

Types of Absence
- ❖ Approved Absence
  - Medical illness
  - Family emergency
  - Religious Leave (in certain instances)

- ❖ Travel Absence
  - Leave if a student's attendance is above 94%

- ❖ Unapproved Absence

When a child is away without prior knowledge and/or approval of the school. Therefore, the absence is unauthorized if a child is away from school without prior approval by the school even with the support of the parent. The absence may be unapproved if current attendance falls below expectations.

- ❖ Medical Absence

If a child is unwell and unable to attend school, parents should email to explain the absence.

Absence from Remote Learning Programme

In the case where remote learning is applicable, absences are recorded, and parents should contact the school for any absence request.

Procedures

Our school will undertake to follow the following procedures to support good attendance:
- ● To maintain appropriate registration processes.
- ● To maintain appropriate attendance data.
- ● To clearly communicate the attendance procedures and expectations to all staff, parents, and children.
- ● To have consistent and systematic daily records which give details of any absence and lateness.
- ● To follow up absences and persistent lateness if parents have not communicated with the school.
- ● To inform parents what constitutes authorized and unauthorized absence.
- ● To strongly discourage unnecessary absence through holidays taken during term time.
- ● To work with parents to improve individual children's attendance and punctuality.
- To report attendance statistics to the KHDA as requested.
- ● All staff must raise any attendance or punctuality concerns to the Senior Leadership Team for timely action to be taken.
- To create regular reports for the School Board of Governors to identify poor attendance.

Registration

Primary & Secondary:

The school day begins at 7:20am and all children are required to be in school by 07:30 am. Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the school day. The school will contact home if a child is absent from school without a reason.

Continually low attendance will result in an email from school and families of the lowest

attendance
will receive a phone call. The school continues to work in partnership with families to improve attendance.

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Lateness Primary and Secondary
Once registration closes at 07:30 am, any child who comes into school after this time will bemarked late in the attendance record. Records are kept of those children who are late.

The Lateness Notification Process:

Parents will be notified of Late Attendance through an email.

In case of repeated lateness and absenteeism the following applies:

● After the first three (3) incidents of lateness in a short period of time, a written warning will

be issued to notify parents. Lateness may be noted in the students' progress report.

● Up to an additional three (3) instances of lateness in a short period of time is

recorded,parents will be called to a meeting with the Head of Sections or a designated person.

● If lateness is recorded in one more instance, and at the discretion of the school, thefinal decision might include one or more of the following:

• Detention during school break or after school hours.

• A written notice announcing refusal to re-enroll the student in the school for the followingacademic year.

The Attendance Notification Process:
To effectively follow up with parents who have children below 90%, a series of steps arefollowed:

- Notification 1: Email from year leader alerting parent to attendance concern
- Notification 2: If attendance does not improve at the next checkpoint, year leaderto phone/meet with relevant parents to discuss.
- Notification 3: If attendance continues to sit below 90%, AHT will conduct a meeting/phone call.
  Elevated Notification: Any attendance that is below 75% will be followed up with an email notification from the Head of Division. This will request a response and further conversation.

Regards
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