

## Attendance and Punctuality Policy

Version:	1
Effective Date:	1 <sup>st</sup> September 2021
Scheduled Review Date:	31 <sup>st</sup> August 2022
Supersedes:	NA
Approved By:	Senior Leadership Team
Owned By:	Vice-Principal Student Experience
Reviewed By:	Local Advisory Board

### **Our Vision:**

A British curriculum school, rooted in the values of the UAE, creating the leaders of tomorrow. A premium community school, empowering learners to achieve excellence and make a difference.

### **Our Mission:**

Nurturing by including all learners, prioritising their safety and happiness and promoting their character development rooted in the national values of the UAE. Empowering by providing an exciting, enriching and ambitious learning experience where students excel by fulfilling and exceeding their academic potential.

1	RATIONALE AND PURPOSE.....	3
2	POLICY STATEMENT .....	3
3	AIMS .....	3
4	GUIDING PRINCIPLES.....	4
5	ROLES AND RESPONSIBILITIES.....	4
6	APPENDIX A: FREQUENT ABSENCE PROTOCOL.....	6
7	APPENDIX B: FREQUENT LATENESS PROCOTOL.....	7
8	APPENDIX C: FREQUENT ABSENCE FROM ONLINE LEARNING PROTOCOL .....	8

## **1 Rationale and Purpose**

- 1.1 Good attendance is a foundation for academic achievement and underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and is a fundamental expectation in the workplace. GEMS Al Barsha National School is committed to providing a full and effective educational opportunity for all students. Attendance is a critical factor to a productive and successful school career.
- 1.2 It is therefore imperative that all students arrive at school on time every day and miss as few days of school as possible throughout the school year. Students who regularly miss school will have large gaps in their understanding and this will have a direct impact on their academic attainments and progress.

## **2 Policy Statement**

- 2.1 All staff will be actively engaged in raising attendance and punctuality levels. This will involve fostering good relationships with students, being aware of the causes of poor attendance and ensuring that the curriculum is relevant and appropriate.
- 2.2 We place a high priority on conveying to parents and students the importance of regular and punctual attendance. We recognise that parents play a vital role in this and ensure that there are strong home school-links so that we can work together whenever there is concern about attendance and/or punctuality.
- 2.3 In accordance with UAE law, if a student is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year, the school reserves the right to exclude the student, ask them to repeat a year or withdraw the offer of a place for the following academic year.

## **3 Aims**

Our school actively promotes and encourages students to arrive at school and lessons regularly and on time. Our aims are to:

- 3.1 Strive for attendance that is at least good for all groups according to the following categories:

Outstanding	98% and above
Very Good	96% - 98%
Good	94% - 96%
Acceptable	92% - 94%
Weak	90% - 92%
Very weak	Below 90%

- 3.2 Ensure that staff, students and parents are fully aware of and clear about the actions necessary to promote good attendance.
- 3.3 Create an ethos in which good attendance and punctuality are recognised as the expectation and are valued by the School.
- 3.4 Raise awareness among parents and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- 3.5 Monitor attendance patterns and ensure consistency in dealing with regular absence.

#### **4 Guiding Principles**

- 4.1 We require parents to inform us of any absence or lateness by emailing [attendance\\_gns@gemsedu.com](mailto:attendance_gns@gemsedu.com) at the earliest opportunity.
- 4.2 A doctor's certificate may be required from the second day of medical absence from school when a student has persistent attendance issues.
- 4.3 Reported absences are authorised if they are due to illness, medical /dental appointments, family emergencies or religious observations.
- 4.4 Isolation following a positive Covid-19 test result or being a close contact are also authorised.
- 4.5 All unreported absences will be followed up by a text message requesting an explanation for the absence. If this is not received within an hour, a telephone call home will be made.
- 4.6 The parents of students with three or more consecutive days of absence in a single week are telephoned if they do not return to school at the start of the next school week to check on their wellbeing.
- 4.7 A student is marked as late if he/she is not in class by 7:40am. Any student arriving at school after this time should report to reception so their attendance is logged.
- 4.8 The parents of students who are late on three or more occasions in a single week are contacted to find out the reasons for the lateness and consider solutions.
- 4.9 We reward good attendance with weekly certificates to the classes with the highest attendance levels in each division and to individual students with termly certificates in assembly.
- 4.10 The School will only consider authorising up to two weeks of absence for leave during term time per school year for exceptional reasons. Any additional absence will be considered unauthorised.
- 4.11 Staff will always endeavour to assist absent students with catching up on missed work upon their return to school without disrupting the learning of others.

#### **5 Roles and Responsibilities**

- 5.1 The Heads of each school division are responsible for the school's policy and procedures and will delegate aspects of its day-to-day implementation and management to the designated Pastoral Lead.
- 5.2 All staff are responsible for ensuring that the Policy, along with the procedures it includes, is followed consistently and fairly.
- 5.3 Parents and carers are expected to take responsibility for the attendance and punctuality of their child.
- 5.4 Secondary students are expected to take responsibility for lesson attendance and punctuality.

5.5 School Registers are formal documents that should be marked with accuracy by class teachers or form tutors during the morning registration session and saved at 7.40am.

## 6 Appendix A: Frequent Absence Protocol

### Stage One Concern

Student's attendance level is 90%-94%

Pastoral Lead to inform phase leader/form tutor of student needing intervention

Phase leader/form tutor emails the parents and speaks to the student (if appropriate)

Log on Class Charts

### Stage Two Concern

Student's attendance level is 85-90%

Pastoral Lead arranges meeting with parents

Attendance tracker set by phase leader/form tutor

Log on Class Charts

### Stage Three Concern

Student's attendance level is below 85%

Formal letter from Head of Section

Head of Section meets with parents

Intervention plan actioned

Log onto Class Charts

## Appendix B: Frequent Lateness Protocol

### Stage One Concern

If a student is late three times in a week, phase leader/form tutors emails parents and speaks to the student (if appropriate)

Log on Class Charts

### Stage Two Concern

If a student has two consecutive weeks where they arrive late on three occasions

Pastoral Lead arranges meeting with parents

Punctuality tracker set by phase leader/form tutor

Log on Class Charts

### Stage Three Concern

If a student has three consecutive weeks where they arrive late on three occasions

Formal letter from Head of Section

Head of Section meets with parents

Intervention plan actioned

Log on Class Charts

## 7 Appendix C: Frequent Absence from Online Learning Protocol

### Stage One

Student regularly missing from online lessons or signing in then leaving

Phase leader/teaching staff to email parents

Log on Class Charts

### Stage Two

Student continues to miss online lessons despite email from phase leader/teaching staff

Phase leader/teaching staff email Pastoral Lead to follow up

Pastoral Lead to investigate and feedback to staff

Log on Class Charts

### Stage Three

Student continues to miss online lessons despite Stage 2 protocols

Parent meeting with Head of Section/Head of Department to discuss impact of missing online lessons

Log on Class Charts