

EYFS Pupil Attendance & Punctuality Policy

Last Reviewed Date: 24.06.2025

Reviewed by: EYFS Coordinator

Next Review Date: 24.06.2026

1. Introduction

We at NIS Lagoon believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and staff alike. For a student to succeed in the school environment, it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

NIS Lagoon works for approximately 180 days per academic year. We expect all students to not miss more than 18 days over the school academic year. 6 days per term. Please note that if your child is absent for more than 18 days, they will not be offered a place in the school for the next academic year. At NIS Lagoon we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's pastoral committee.

2. Purpose of the Policy:

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

3. Rights and Responsibilities

Improving attendance at NIS Lagoon is the responsibility of everyone in the school community – students, parents and all staff.

Students

- All students are expected to attend school and lessons regularly and punctually.
- Students who experience attendance difficulties will be offered prompt and sympathetic support, initially from their Class Teacher, and, if the need should arise, from the Year Group Team Leader / Coordinator / Head of Primary / Principal.

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- Students who have 100% attendance (excluding Justified Absences) in a term will be presented with certificates at the end of the term. 100% attendance is also recognized via Class Dojo School Story.

4. Parents

- Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed, equipped and in a fit condition to learn. If a student is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible in writing, via letter, Dojo message or e-mail or by telephone. Medical certificates must then be produced on the child's return to school.
- A student's absence from school will be considered unauthorised until a satisfactory explanation, and documentation, is forthcoming from the parent.
- Parents will be informed promptly of any concerns which may arise over a student's attendance.
- Parents should avoid making medical/dental appointments for their child during school hours.

5. School

- Attendance is the responsibility of all school staff; not just teaching and pastoral staff.
- NIS Lagoon will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.
- Parents whose child's attendance is a cause for congratulation or concern will be contacted first by the Class Teacher, then the Coordinator. Reception staff may be asked to do this by telephone.

6. Expectations

Newton International School Lagoon Campus (in line with the Ministry of Education directives) expects pupils to attend school for at least 90% of the time. This equates to half a day's absence every two weeks. If a pupil is absent for a whole day their attendance for that week drops to 80%.

7. Authorised Leave of Absences (exceptional circumstances)

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A leave of absence during term time will only be granted where an application is made **in advance** to the school and the school considers that it should be granted due to exceptional circumstances.

What amounts to 'exceptional circumstances' is a matter of discretion for the Principal and should be judged on a case by case basis (it is unlikely to amount to exceptional circumstance if it is claimed that a holiday abroad can only be afforded in term time or that a parent is unable to take leave during school holidays).

If the leave of absence has not been authorised by the Principal the parent may be given notice to attend a parent interview to explain the circumstances.

8. Notifying the School of Absence

The school expects that all parents communicate with them, either in writing or by telephone, giving a reason for the absence:

1. In advance of any planned absence.
2. Immediately following any unplanned absence.
3. During any absence expected to last more than three days.

Failure to comply with this requirement will mean that your child will have unauthorised absences on their attendance record and this could lead to a referral to the MOE.

Holidays taken during examination time, or in the terms leading up to examinations, will not be authorised. Qatari law states that parents do not have an automatic right to take their child out of school for holidays during term time.

9. Some absences are considered unavoidable and may be authorised by NIS Lagoon. Examples include:

- Pupil was ill, or in hospital/having hospital treatment, and a medical certificate provided.
- Pupil had an unavoidable medical/dental appointment in school hours.
- *Religious events (e.g. the Hajj).*
- *Family wedding or emergency.*

10. Some absences are considered avoidable and will be left unauthorised by the school.

Examples include:

- Minor illness without a medical certificate.

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- Looking after the house or waiting for workmen/deliveries etc.
- Being on holiday, preparing for a holiday/trip or trip or collecting relatives from the airport/station.
- Being unhappy or not getting on with others at the school.
- Absences due to birthday 'treats'.

11. Procedure for periodic and Regular Absences

TL = Team Leader

SMT = Senior Management Team

CT = Class teacher

EY CO = EYFS Coordinator

HOP = Head of Primary

Absences (on consecutive days without authorisation or notification from parents)

STEP 1 (CT): 2 Days absence: Class teacher to enquire about the student's wellbeing

STEP 2 (CT): 3 Days absence: Class Teacher will contact parents, via class email or by Class Dojo or phone call, to enquire after the student's well-being. Remind parents of a need for medical documentation.

Step 3 (EY CO): 5 days absence: EYFS Coordinator/ receptionist will contact parents to express concern about attendance and to inform them of the need for authorization of the absence upon the child's return. (continuous absence report from SIMS).

STEP 4 (HOP): If no reply within 24 hours of Step 4: Day 6+ Heads of Primary and EYFS will contact the parents to arrange a meeting to discuss unauthorized absence. **Attendance letters sent.**

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Attendance & Punctuality Flowchart 2024-25



Attendance incentive

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An ice cream scoop incentive has been created whereby each week during assembly, the class with the best attendance receives an ice cream scoop to add to the display. Each half term and at the end of each term, the class with the most ice cream scoops receives ice cream as their reward. The class who wins the best attendance each week posts a picture to Class Dojo to encourage parents to bring students to school every day.



Regular Absences (non-consecutive days without authorisation or notification)

A half-termly report (on the last Thursday of every half term) will be run on SIMs to monitor each year group's attendance.

If Form Tutors have a concern about a student's regular absences on non-consecutive days they should inform their Coordinator immediately and reminder letters will be sent home.

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18 days, or more, in the academic year (SMT): SMT will meet the parents and they will receive notification in writing that their son/daughter **may not be offered a place in their child's year group the following year (i.e. repeat the year) unless an improvement is seen.**

Termly with School Reports (SMT): Parents will receive, in termly reports, a letter praising 100% attendance or regarding concerns about either attendance, punctuality or both attendance and punctuality. Should there be a concern about both attendance and punctuality; a more detailed letter will be sent home directly from the EY CO requesting a meeting the following term.

If a student does not bring a note to their Class Teacher within 2 weeks of their absence, the absence will be automatically marked as unauthorized, therefore please ensure that you contact parents promptly to remind them to provide the notification to CT or Reception after any absence.

12. Lateness to School: The registration period for EYFS is 6.55 – 7.30 a.m.

Late to registration period after 7.30

- If students arrive on the school premises after 7.30 a.m. they must go straight to class. The CT will verbally inform the parents of the lateness.
- The Class teacher will mark on the register what time the student arrived at school and mark the student as 'L' on SIMs.
- Every three extreme lates without evidence of good reason (i.e medical certificate) will be recorded as an unauthorised absence.

13. Procedure for Regular lateness

- **STEP 1 (CT): 3 times late in a week.** Class Teachers inform parents, by email or Dojo, and remind them of the negative effects and disruption to learning caused by persistent lateness.
- **STEP 2 (EY CO): 6 consecutive lates:** If a student is late on average 2 times each week over a period of a month, CT will contact parents, via class email or Class Dojo, to explain concerns about lateness (please cc in SMT).
- **STEP 3 (SMT): Half termly (average 2 times late each week):** If persistent lateness continues, the EY CO will arrange a parent meeting.

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- **STEP 4 (HOP):** If persistent lateness continues over a period of 2 terms, a meeting will be held with the HOP.
- **STEP 5 (HOP):** If persistent lateness continues over a period of 3 terms, a meeting will be held with the HOP.

If a Class Teacher has concerns about a student's persistent lateness, e.g. more than 30 minutes on each occasion, they should notify the EY CO of their concerns having also contacted parents in writing, via class email or Class Dojo.

14. Leaving Early:

If parents arrive early to collect students, security will contact EY CO or TL's and they need to ask for reasons as to leaving early and get proof where available before signing the early release form.