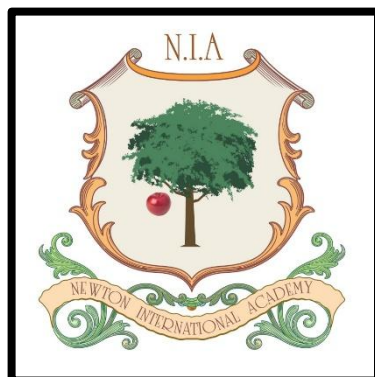


# NEWTON INTERNATIONAL ACADEMY LUSAIL

EYFS and Primary Attendance and Punctuality Policy



ACADEMIC  
YEAR  
2025 - 2026



*"An international community of learners  
striving for excellence and celebrating  
success"*



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## **Vision**

An international community of learners striving for excellence and celebrating success.

## **Mission**

We aim to provide the highest quality of education possible for our pupils of all abilities. In doing so, we aim to positively encourage each pupil to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, pupils, parents, and the wider community to achieve our vision.

## **Aim**

To establish a clear framework that promotes and maintains high levels of pupil attendance and punctuality at Newton International Academy Lusail, ensuring that every pupil is given the opportunity to achieve their full academic and personal potential.

## **Rationale**

Regular and punctual attendance is vital for educational achievement and the development of positive learning habits. At NIA Lusail, we are committed to fostering a school culture where excellent attendance is expected, supported, and celebrated. This policy sets out a consistent approach to managing and improving attendance in collaboration with parents, pupils, and staff. By doing so, we aim to reduce absenteeism and minimise the adverse effects of lost learning time.

## **Introduction**

At Newton International Academy Lusail, we believe that pupils make the most significant progress when their learning is consistent and uninterrupted. Daily attendance is not only a legal requirement but also a fundamental part of a pupil's educational success.

Punctuality is equally important. Arriving on time helps pupils settle into the school day calmly and ensures they do not miss valuable learning opportunities or disrupt the learning of others. Attendance and punctuality are also essential life skills that reflect responsibility and respect for learning.

It is well-documented that pupils with high attendance levels achieve better academic results and have improved social and emotional outcomes. Therefore, all members of the school community, parents, pupils, and staff, must work together to uphold this standard.

## **Our Target**

At Newton International Academy Lusail, we aim to achieve a minimum attendance rate of 94% across EYFS and Primary each academic year. With approximately 180 school days in the year, this target allows for no more than 15 days of absence per pupil annually, or 5 days per term.



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Maintaining this level of attendance ensures that pupils benefit from the full breadth of the curriculum, consistent routines, and strong relationships with their teachers and peers. Falling below this threshold can have a significant impact on academic progress, social development, and overall school readiness.

Category	Attendance Range	Explanation
Meeting Expectations	94% to 100%	If a pupil's attendance is above 94%, they are meeting Newton International Academy Lusail's expectations for attendance.
Requiring Improvement	90% to 93%	If attendance drops below 94% but remains above 90%, improvement is required to meet our target. Attendance will be closely monitored.
Persistent Absence	80% to 90%	If a pupil's attendance drops below 90%, they are considered to be persistently absent, which can significantly impact academic success.
Chronic Absence	Less than 80%	Attendance below 80% is classified as chronic absence. This will trigger a meeting with the Principal to address concerns and plan urgent support.

Please note that if a pupil is absent for more than 36 days (below 80% attendance) during the academic year, they may not be offered a place at Newton International Academy Lusail for the following academic year. At Newton International Academy Lusail, we aim to implement a clear and practical policy to monitor, improve, and maintain good attendance. This policy reflects a partnership between the school, parents, and the school's Pastoral Team.

## Purpose of the Policy

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, allowing pupils to achieve outstanding levels of attainment, progress, and personal development.

## Rights & Responsibilities

Improving and maintaining high attendance at Newton International Academy Lusail is a shared responsibility that involves all members of the school community, pupils, parents, and staff. A consistent, collaborative approach is essential in creating a learning environment where regular attendance is the norm and valued by everyone.

## Pupils

All pupils are expected to attend school each day and be present for every lesson, arriving on time and prepared to learn. Punctuality is essential and contributes to the smooth running of the school and the individual's academic and social success.

Pupils who demonstrate a full commitment to attendance will be recognised accordingly:

- At the end of each term, pupils with 100% attendance will receive a certificate.



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- Pupils who maintain full attendance throughout the academic year will receive a special award during the school's annual Prize Giving Ceremony, where their efforts and reliability will be formally acknowledged and celebrated.

## Parents

Parents and guardians play a crucial role in ensuring that their children develop the habit of regular and punctual attendance. Parents are expected to:

- Ensure their child attends school daily and on time.
- Make sure their child arrives properly dressed, equipped, and in a fit state to learn.
- Notify the school as early as possible if their child is prevented from attending or will be late. Notification should be in writing, preferably via email or a signed note.
- Understand that all absences will be recorded as unauthorised unless a valid and acceptable explanation is provided.

Parents will be kept informed of any concerns regarding their child's attendance or punctuality. Where persistent concerns exist, parents will be contacted every six weeks with a formal letter from either the Class Teacher, Team Leader, Deputy Head of Pastoral, Head of Primary, or the Principal. This correspondence will outline the concern and, where appropriate, request a meeting or follow-up plan.

Parents are also encouraged to:

- Schedule medical or dental appointments outside of school hours whenever possible.
- Avoid booking holidays or extended leave during term time.

## School

All staff at Newton International Academy Lusail have a duty to promote and support good attendance and punctuality through both their expectations and their example. Although the Class Teacher and Pastoral Team play a key role, attendance is a whole-school responsibility.

The school will:

- Encourage good attendance through assemblies, rewards, and personal recognition.
- Track attendance closely using internal systems and follow up promptly on any unexplained or irregular absences.
- Communicate regularly with parents when concerns arise, always aiming to work together to resolve barriers to attendance.
- Apply the attendance policy firmly and consistently, while remaining understanding of individual family situations.

The school will use a range of strategies and interventions to support pupils and families in improving attendance where necessary.



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## Registration

- Registration will take place at 7:00 AM for all pupils in EYFS and Years 1 to 6.
- Pupils arriving after 7:10 AM will be marked as late, and the register will be closed at that time.
- For EYFS pupils, registers will remain open until 7:15 AM to accommodate arrival routines suitable for younger children.
- Pupils who arrive after registration closes must report directly to Reception to be signed in officially as late.

All late arrivals are recorded and monitored throughout the term and will appear on end-of-term school reports as part of the child's attendance record.

## Procedures for Following Up Lateness

To ensure that punctuality is maintained across the school, late arrivals are carefully tracked and reviewed at regular intervals. The procedures below outline the steps taken when a pattern of lateness becomes a concern:

**Step 1:** If late arrivals become a regular occurrence, parents/guardians will receive an Initial Punctuality Concern (Appendix 1). This review takes place every half term and once in Term 3, totalling five punctuality reviews per academic year.

**Step 2:** If the pupil's punctuality does not improve by the time of the next review, the school will issue a Continuing Punctuality Concern (Appendix 2) as a formal reminder regarding the ongoing issue.

**Step 3:** If lateness still persists at the following review point, an Urgent Punctuality Concern (Appendix 3) will be issued. Parents/guardians will be invited to attend a meeting with a member of the Primary School Leadership Team to discuss concerns and agree on a plan of action.

## Procedures for Following Up Absences

To ensure that attendance issues are addressed swiftly and appropriately, the following steps are taken by the school when a pupil's absence becomes a concern:

**Step 1:** If a pupil has been absent for three consecutive school days, the school's admin team will call the parents/guardians to check on the pupil's wellbeing and to request an explanation for the absence.

**Step 2:** If, at the time of review (which occurs every half term and once in Term 3), a pupil's attendance has fallen below 90%, the parents will receive an Initial Absence Concern (Appendix 4) in writing.

**Step 3:** If attendance does not improve and remains below 90% at the next review, the school will issue a Continuing Absence Concern (Appendix 5) to highlight the ongoing issue and the need for improvement.

**Step 4:** If there is still no significant improvement and the pupil's attendance falls below 80%, an Urgent Absence Concern (Appendix 6) will be issued. This may include a request for a meeting with a member of the leadership team to agree on necessary interventions.

**Step 5:** If the pupil has been absent for a total of 36 days or more across the academic year, parents will receive a Final Absence Concern (Appendix 7). This letter serves as formal notice that the pupil's place at Newton International Academy Lusail is under review for the following academic year due to significantly low attendance.



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## Truancy

If a pupil is absent from school without prior permission or a valid reason, it will be considered truancy. In such cases:

- The parents/guardians will be contacted by telephone or written communication.
- The pupil may be required to attend a detention, with appropriate advance notice given.

If truancy occurs more than once, parents/guardians will be requested to attend a meeting with the Deputy Principal or the Principal to discuss the issue and agree on a plan to prevent further incidents.

If truancy becomes chronic, the matter will be escalated, and a referral will be made to the Social Counsellor and Parents' Affairs Officer for further intervention and support.

## Holidays

There are only 180 instructional days in the academic year. Therefore, families are strongly discouraged from taking vacations during term time.

Any holidays or non-essential trips taken during school terms will be recorded as unauthorised absences and will count toward the pupil's annual absence total.

## Absenteeism

Pupils returning to school after an absence must provide a written note or explanation from a parent or guardian on the first day of return. This note should be submitted directly to the class teacher.

## Authorised Absence

An absence will be marked as authorised only if:

- Permission has been granted in advance by the Head of Primary, or
- A valid written explanation (e.g. a doctor's note) is provided upon return.

Examples of authorised absences include:

- Short-term illness (with medical note if extended),
- Emergencies,
- Pre-approved family matters under exceptional circumstances.

Please note:

- A maximum of 15 days of authorised absence may be approved in an academic year.
- Any days beyond this limit will be recorded as unauthorised, unless under exceptional, pre-approved circumstances.
- All authorised absences, while approved, are still recorded as days absent in the official attendance record.
- No further pastoral follow-up is required for authorised absences.

## Unauthorised Absence

An absence is recorded as unauthorised when:

- No written explanation is provided by the parent/guardian, or



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- The absence is not approved by the Head of Primary (e.g. a holiday during term time),
- The total number of days off exceeds 15 and has not been approved.

All absences, authorised or unauthorised, are recorded in the pupil's official attendance record and monitored by the school's administrative and pastoral teams.

## **Attendance and Safeguarding**

Newton International Academy Lusail monitors attendance daily to ensure the health, safety, and wellbeing of all pupils.

- Prolonged, repeated, or unexplained absences are treated as safeguarding concerns.
- If a pupil is absent for three consecutive days without any contact from the family, the school will follow up immediately in accordance with the safeguarding protocol.

## **Attendance During Ramadan**

The school recognises that during the holy month of Ramadan, attendance and punctuality patterns may vary slightly. Families are encouraged to maintain regular attendance as much as possible.

Any absences or late arrivals during Ramadan must still be:

- Reported to the school, and
- Formally recorded on the pupil's attendance profile.

## **Health-Related Absences**

- For absences of 1–2 days, a parent's written note or Class Dojo message will be accepted.
- For absences of 3 days or more, a medical certificate or doctor's note must be provided.

## **Religious Absenteeism**

If a pupil requires time off for religious observance, the parent or guardian must:

- Submit the request in writing at least one week in advance of the intended absence.
- Wherever possible, religious trips or observances should be scheduled during weekends or outside of school hours.

## **Traffic Delays**

If families are delayed due to traffic or road conditions, a message must be sent to the child's class teacher via Class Dojo.

Please note:

- Occasional traffic-related lateness may be excused.
- However, frequent or repeated tardiness due to traffic will not be considered a valid excuse and may result in follow-up.



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## **Appointments During the School Day**

Pupils may only leave school during the school day if:

- They are collected in person by a parent, driver, or nanny.
- The collection is recorded at Reception.

Please note:

- Parents, drivers, or nannies are not permitted to collect pupils directly from classrooms.
- Appointments, driver availability, or traffic should not be used as recurring reasons for leaving school early.

## **Attendance and Pupils with Special Educational Needs (SEN)**

NIA Lusail recognises that pupils with Special Educational Needs (SEN) may experience additional challenges with attendance and punctuality. The school is committed to:

- Making reasonable adjustments where needed,
- Implementing individualised support plans, and
- Collaborating closely with families to monitor and support attendance.

Where possible:

- Therapy sessions, medical appointments, and external services should be arranged outside of school hours.
- If unavoidable, a medical note or specialist attendance confirmation letter must be provided.

All absences, including those for SEN-related interventions, must be recorded formally in accordance with school policy. The school remains committed to supporting full access to education while maintaining the highest standards of attendance for all pupils.



## Appendix 1 – Initial Punctuality Concern

Date:

Dear Parents,

I am writing to you as [Child's Name] has been late for school on multiple occasions so far, this academic year. I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school. The more consistently a pupil arrives on time, the greater the impact on their learning and achievement.

Please be reminded of the commitment you made when registering your child at Newton International Academy Lusail, in which you agreed to do everything possible to ensure your child attends school every day and on time. Also note that every 3 late arrivals are equivalent to 1 day of unauthorised absence, as per our Attendance Policy, available on the school website.

We trust that you will take the necessary measures to improve this situation.

Kind regards,

NIA Lusail – Primary Leadership Team

## Appendix 2 – Continuing Punctuality Concern

Date:

Dear Parents,

I am writing to you as [Child's Name] has now been late for school on numerous occasions. Despite our previous communication dated [Insert Date], punctuality has not improved. We would like to remind you of the commitment you made when registering your child at Newton International Academy Lusail, to ensure daily and punctual attendance.

This ongoing concern needs to be addressed as a matter of priority to avoid further escalation.

Kind regards,

NIA Lusail – Primary Leadership Team



## Appendix 3 – Urgent Punctuality Concern

Date:

Dear Parents,

I am writing to you as [Child's Name] has now been late for school on [Insert Number] occasions, which is a serious concern requiring urgent action.

We understand there may be personal circumstances involved. For this reason, we are requesting that you arrange a meeting with a member of the Primary Leadership Team at your earliest convenience to discuss the matter.

Please be reminded that unresolved issues with punctuality may impact your child's place at Newton International Academy Lusail, in line with our Attendance Policy.

Kind regards,

NIA Lusail – Primary Leadership Team

## Appendix 4 – Initial Attendance Concern

Date:

Dear Parents,

I am writing to you as [Child's Name]'s attendance has dropped below 90%, which is a cause for concern. Good attendance and punctuality are key to academic success. The more a pupil attends school regularly and arrives on time, the greater the learning progress they make.

Please remember your registration agreement at Newton International Academy Lusail, in which you committed to ensuring your child attends school every day and on time.

We ask that you take the necessary steps to improve this situation.

Kind regards,

NIA Lusail – Primary Leadership Team



## Appendix 5 – Continuing Attendance Concern

Date:

Dear Parents,

I am writing to you as [Child's Name]'s attendance is currently [Insert %], which remains a concern. Despite our earlier letter sent on [Insert Date], there has been no significant improvement in attendance. We remind you again of your agreement upon registration with Newton International Academy Lusail to support consistent school attendance.

Please take this matter seriously and take urgent steps to improve your child's attendance.

Kind regards,

NIA Lusail – Primary Leadership Team

## Appendix 6 – Urgent Attendance Concern

Date:

Dear Parents,

I am writing to you as [Child's Name]'s attendance is now [Insert %], which is classified as chronic absence and a matter of serious concern.

We understand that there may be underlying reasons. However, we kindly ask that you make an appointment with the Primary Leadership Team to address this issue urgently.

As outlined in our Attendance Policy, poor attendance may place your child's continued enrolment at risk.

Kind regards,

NIA Lusail – Primary Leadership Team



## Appendix 7 – Final Attendance Concern

Date:

Dear Parents,

I am writing to you regarding [Child's Name]'s current attendance rate of [Insert %], which continues to fall within the range of chronic absence.

Despite our previous letter sent on [Insert Date], there has been no improvement in your child's attendance. As a result, I must formally inform you that your child's place for the next academic year is now under review, in line with the expectations set out in our Attendance Policy.

Please contact the school to arrange a meeting to discuss the next steps.

Kind regards,

NIA Lusail – Principal