



**Newton British Academy  
Barwa City**

**Attendance Policy**

**Policy Date:** June 2022– June 2025

**Review Date:** June 2024

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

## **Introduction**

We at Newton British Academy believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. For a child 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.

A 90% attendance rate is the school's minimum attendance target for this academic year. Your children only attend school for 180 days out of 365. This leaves 185 days for holidays. Please book your holidays during these 185 days of school holidays. If you do take your child on holiday during term time without authorisation, this will have an impact on their academic progress and overall achievement. Please note that if your child is absent more 18 days in the school year, they may not be offered a place in the following academic year at the school.

At Newton 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.

Punctuality is also a crucial personal characteristic valued by the school and employers alike. Being 15 minutes late each day is the same as missing two weeks of school over the year. Lateness is just as serious as nonattendance. The start of the school day is an important time for children to develop their social skills with their peers, as well as preparing them for their learning. We start teaching at 07:00am and 'late' children miss out on vital learning and social skills.

## **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.

## **Rights & Responsibilities**

- Improving attendance at Newton British Academy is the responsibility of everyone in the school community – pupils, parents and all staff.

## **Pupils**

- All pupils are expected to attend school and all their lessons regularly and punctually.
- Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher or Form Tutor, and if the need should arise, from the Team Leaders, Head of Year, Head of School or Deputy Principal. At the end of each term pupils who have 100% attendance will be presented with certificates.
- Children under the age of 5 MUST be accompanied by an adult to the Foundation building to be received by a teacher.

## **Parents**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible in writing. A pupil's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for concern will receive a letter from the school highlighting the need for an improved attendance. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). Newton International 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.

## **Registration**

Registration will be called at 7.00am. Registers will close at 7.10am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils who arrive after the registers have closed should report to the reception and sign the School Late Book, giving time of arrival and reason for being late. When the child enters the class with a late slip, the register entry will be amended to read 'late' and the pupil will join the class.

## **Late comers**

- All late students will be logged on the system at the reception and monitored by the class teacher and receptionist.
- If a child is late 3 times the reception staff will email parent to inform that their child has been late and this is not acceptable. Form/class teacher & Head of Year to be copied in
- If the 'late coming' becomes a regular occurrence the parents/guardians will be invited to meeting with the Class teacher/Form Tutor, Team Leader, Head of Year, Head of School or Deputy Principal.

## **Procedures for following up absences**

- All absences are followed up on Class Dojo in EYFS and Primary and by message/email for Secondary.
- Parents will be emailed or contacted on class dojo by the class teacher/form tutor to remind the parents about the importance of attending school.
- Absent 6 days in a month with no reason parents will be requested to attend a meeting with the class teacher/form tutor
- Parents will be informed in writing if a student is absent for 12 days and invited to attend a meeting with class/form teacher/team leader/Head of Year.
- When they have been absent for 18 days, the child will receive notification in writing that they may not be offered a place in the school in the following year.
- If a child is absent for more than 20 days, a warning of suspension will be issued.

## **Truancy**

- If any pupil absents themselves from the school without permission then the parents/guardians shall be contacted by telephone or email immediately and the pupil will be detained after appropriate notification. Parents will be requested to attend a meeting with the school.
- If the truancy happens more than once, then the parents/guardians shall be invited to attend a meeting with the Head of School or Deputy Principal to discuss the problem.
- If the truancy becomes chronic then a referral will be made to the School Counsellor and Parents Liaison officer.
- An appropriate punishment may be set depending upon the circumstance, the decision for issuing such a punishment will be issued by the Pastoral Team/ SLT.

## **Absenteeism**

If a child is absent for 1 or two days, all Class Teachers or Form Tutors should receive a written explanation of the child's absence either by email, Dojo message, a note in the Planner or a letter and medical information or documents need to be supplied.

## **Authorized and unauthorized absences**

All absences, whether authorized or unauthorized, are recorded in the register and on the school reports.

## **Illnesses**

A parent may sign their child off school for the first day of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 2 days or more, a medical note should be provided. On the 3<sup>rd</sup> day of absence, the school will telephone the parents to enquire as to the child's wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

## **Religious absenteeism**

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

## **Traffic in Doha**

If you are held up in traffic, please write a note in your child's homework diary or home/school book explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued tardiness. However in a one off situation, this will be taken into consideration.

## **Appointments in the day**

Children may only leave during the school day if collected by a parent or nanny/driver and has given 24 hours notice prior to the appointment to the class teacher. If 24 hours' notice is not given, unless it is an emergency, then the student will be registered as absent for the day.

### **Collecting children during the day for an emergency**

All parents/guardians are to report to the reception and a school representative will collect your child at specific times so teaching and learning is not interrupted. At NO time is a parent, driver or carer allowed to the classroom during the day. Any early pick-ups we equate to an unauthorized absence.