



Attendance Policy

Reviewed April 2026

Reviewed by Pastoral Leads & Principal

Next review August 2027

Rationale

Pupils make the greatest progress and achieve the best outcomes when their attendance is regular and uninterrupted. Punctuality is a vital personal quality that is highly valued by both the school and future employers. Research shows a strong correlation between academic success and high levels of attendance.

The school aims to achieve a minimum attendance rate of **92%** for the academic year. With approximately 180 school days per year, this means pupils should not miss more than 15-18 days across the year, or 5-6 days per term.

Purpose of the Policy

- To ensure all stakeholders are aware of their roles and responsibilities regarding attendance.
- To promote and maintain high levels of student attendance and punctuality.
- To support pupils in achieving excellent academic progress, personal development, and overall success.

Rights and Responsibilities

Improving and maintaining high attendance is a shared responsibility across the entire school community; including pupils, parents, and staff.

Pupils

- are expected to attend all lessons on time, properly dressed and equipped to learn.
- who are older are expected to take a mature and responsible attitude to their own attendance and punctuality.

Parents/Guardians

- are responsible for ensuring their child attends school regularly, punctually, in correct uniform, equipped for learning, and in good health.
- are expected to communicate any absences and provide appropriate documentation when the child returns to school.
- should avoid making medical/dental appointments for their child during school if possible.
- are expected to support the school in improving attendance & punctuality.
- must accompany EYFS children under the age of 5 to the EYFS building.

School

- All staff have a role in promoting and supporting good attendance.
- Staff will lead by example and foster a culture where attendance and punctuality are prioritised and recognised.
- Staff will monitor attendance patterns and work proactively with families to address issues that may arise.
- Staff will respond to absenteeism firmly and consistently.
- Attendance and punctuality will be clearly stated on all end of term reports.
- Where attendance is a cause for concern, parents will be contacted promptly by the school.
- Pupils who experience attendance difficulties will be offered prompt and sympathetic support.
- Pupils who have over 96% attendance will be celebrated termly and at the end of the school year.

Registration

- Registration takes place at **7:00 AM**.
- Registers will close at **7:10 AM**.
- All pupils arriving after 7:10 AM will be marked as LATE in the register.
- Minutes late will be recorded.
- Secondary pupils arriving after 7:30 AM must report to main reception to receive a late slip, which will record the time of arrival and the reason for lateness.

Lateness

- EYFS and Primary pupils who arrive late will prompt a communication with parents via Class Dojo to understand the reason for the lateness. This information will be recorded in the school system and reflected in termly reports.
- Secondary pupils who arrive after 7:30 AM will trigger a phone call from reception to parents/guardians to clarify the reason for lateness.
- All lateness will be recorded and reflected in termly reports.
- If lateness becomes persistent, parents/guardians may be invited to meet with the Head of Year or Team Leader. If there is no improvement, the matter may be escalated to the Head of School and then the Principal.
- Accumulating 18 days of unauthorised absence over the academic year may result in the pupil not being offered a place for the following academic year.

Procedures for following up absences (see separate sheet)

- Parents will be contacted by the school on the first day of any absence to confirm the reason. (Class dojo & Class charts)
- If a pupil accumulates 3 days of unauthorised absence, parents will be contacted.
- If a pupil has been absent for 10 days, parents will receive a formal written notice. (weekly check)
- If a pupil is absent for more than 15 days in a term, the school reserves the right to withdraw the student from end-of-term examinations.

- For pupils who reach more than 18 days of absence, parents will be required to attend a formal meeting at the school. The matter may be referred to the Principal, and further direction may be sought regarding the pupil's enrolment status from MOEHE.

Truancy

- If a pupil is found to have absented themselves from school without permission, parents will be contacted via telephone or written communication, and the pupil may be subject to detention following appropriate notice.
- If truancy occurs more than once, parents/guardians will be invited to attend a meeting with an SMT member to address the issue.
- If truancy becomes chronic, the pupil will be referred to the School Counsellor, and the Principal will be informed. A recommendation may be made regarding the pupil's continued place in the school.

Holidays

Holidays, other than school related will be registered as absence and count towards 18 days unapproved absence.

Authorised and unauthorised absences

An authorised absence is when a leave request has been approved, or a written explanation (medical) offered on the pupil's return to school. All absences, whether authorised or unauthorised, are recorded in the register and on the school reports.

Religious absenteeism

If a pupil 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.

Appointments/Collecting pupils during the school day

Pupils may only leave during the school day if there is a valid reason. Early collection is not permitted without written confirmation of an appointment. All parents must report to reception, show appointment card or messages before pupils will be removed from class. 24 hours' notice should be given prior to the appointment to the class teacher.

Please note

- Older siblings are not allowed to collect any pupils from classrooms during the day.
- Proof of appointment must be shown to reception staff.
- **Early collection without a valid reason will be marked as an absent and this will be recorded on the child's end of term report. A high level of absence is detrimental to a child's learning and progress; it may also result in the loss of the child's place at the school.**

Traffic in Doha

If you are held up in traffic, please try and inform the school. Bad traffic or road works are not legitimate excuses for continued lateness.

Registration Procedures – Guidance for Teachers

Registration Procedures

EYFS & Primary (SIMS)

- Registration every morning completed by 7.10am.
- Primary teachers will revisit and update registers at 8am.
- Lateness will be recorded.
- Arrival time will be recorded.
- Teachers will send a message to parents on class dojo if a child is late or absent.
- Any messages from parents **MUST** be recorded on SIMS on the day they are received.

Secondary

- Registration every morning completed by 7.10am and the beginning of every lesson using class charts.
- Secondary school SIMS registers will be completed for [AM@8.30](#) and [PM@11.45](#).
- Pupils who arrive after 7.30am must collect a late slip from reception. (Arrival time will be recorded)
- Pupils who are late (after 7.30am) who do not have a late pass must be sent for one.
- Parents will be notified on class charts if a child is late or absent.
- Requests for future absence-direct parents to HOP.

Marking the register: The following are the only codes teachers should enter

- / - Present
- O - Absent
- L - late (right click to enter number of minutes)
- R – Received reason for absence

Please remember, the register is an official document and must be completed by law. It protects you as much as it protects the pupils and is a matter of health and safety. Do not forget to do it.

Date of next review: August 2026