



Newton British Academy Al Dafna Attendance Policy **2025-2026**

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Our Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student 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, students, parents and wider community to achieve our vision.

Attendance

Good punctuality and attendance are key to us achieving our mission as we recognise the correlation between school attendance and academic performance. Essentially, **the more that a pupil comes to school and on time, the more academic progress they will make.**

'Research shows that missing 10 percent of the school, or about 18 days, negatively affects a student's academic performance. That's just two days a month and that's known as persistent absence.'

Our Target

We have established a target of **95%** attendance throughout the school from Foundation 1 to Year 6. Newton British Academy Al Dafna works for approximately 180 days per academic year. We expect that all children will **not miss any more than 9 days** over the school academic year, 3 days per term in order to meet this target and maintain our high standards.

Children absent for more than 18 days in the school year, may not be offered a place in the following academic year at the school. If pupils exceed 18 days of absence in an academic year, the Ministry of Education may be informed for further action. At Newton



British Academy Al Dafna, 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 and parents.

Page | 2 **Purpose of the Policy**

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

Rights & Responsibilities

Improving attendance at Newton British Academy Al Dafna is the responsibility of all stakeholders in the school community: pupils, parents and all staff as outlined in the Home School Agreement (see appendix 1).

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 if approaches are made to the Parent & Student Affairs Officer or school leadership to explain the circumstances that have created the attendance problem.
- 100% attendance on a termly and yearly basis will also be celebrated by the school.

Parents

- Parents are responsible for ensuring that their child(ren) attend(s) school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is going to be late or is prevented for any reason from attending, parents are requested to notify the school as soon as possible. A pupil's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent.
- Parents should avoid, if 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 administration staff). Newton British Academy Al Dafna 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 consistently and supportively.

Morning Punctuality

- Registration will be called at 7.00am for Years Foundation 1 to Year 6 using Sims and paper emergency registers.
- **After 7.10am** students are classed as **late** as registers will be closed at this time as lessons begin.
- From 7:10am, late children must report to reception desk where they will be registered and issued with a late card that they must take directly to their class teacher.
- When the child attends the class, the teacher will accept the late card and update the emergency fire evacuation register.
- Punctuality is reported on the termly school reports.

Procedures for following up lateness

- Punctuality will be monitored at the end of each school week by the attendance officer.
- If a child arrives late 3 times or more in a week, his or her parents will receive an **Initial Punctuality Concern (Appendix 2)** in writing from the school principal.
- If a child is late 3 times or more in a subsequent week, his or her parents will receive a **Continuing Punctuality Concern (Appendix 3)** in writing from the school principal.
- If a child's punctuality still does not improve, then the principal will convey an **Urgent Punctuality Concern (Appendix 4)**, in writing.
- Parents will be expected to meet with the principal if, following an urgent punctuality concern, the child(ren) continue to arrive late for school.

Procedures for following up absences

- Parents will be phoned and an inquiry made by our admin team, if a child has been absent for 3 days.
- Parents will receive an **Initial Absence Concern (Appendix 5)** in writing if their child is absent 4 or more days in a term.
- Parents will receive a **Continuing Absence Concern (Appendix 6)** in writing if their child is absent 7 or more days in a term.
- Parents will receive an **Urgent Absence Concern (Appendix 7)** in writing if their child's absence exceeds 9 days in a term.



- Parents will be expected to meet with the principal if, following an urgent absence concern, the child(ren) continue to miss days of school.
- If a child is absent for 18 days, the parents will receive a **Final Absence Concern (Appendix 8)** providing written notification that their child's place in this school is under review for the following academic year due to very low attendance.
- If a child is absent more than 18 days, a letter noting the absences may be sent to the Ministry of Education. The child will not be able to return to school in the new academic year without the approval of an official at the Ministry of Education.

Truancy

- If any pupil absents themselves from the school without permission, then the parents/guardians shall be contacted by telephone or letter and the pupil will be detained after appropriate notification.
- If the truancy happens more than once, then the parents/guardians shall be requested to attend a meeting with the Head of Primary or Principal, to discuss the problem.
- If the truancy becomes chronic, then a referral will be made to the Parent & Student Affairs Officer.

Holidays

- There are only 180 school days in an academic year, therefore families are discouraged from taking vacations during term time. All vacations or any unnecessary trips taken during term time will be registered and will count towards a child's absence for that academic year.

Absenteeism

- Pupils should always bring a note from parents/guardians explaining an absence. This should be given to the class teacher on the first day of return to school.

Authorised Absence

- An authorised absence is when a leave request has been approved by the principal or a written explanation (medical) offered on the child's return to school.

Unauthorised Absence

- Where either no written explanation has been provided by parents or in cases when the principal has not approved the absence request e.g. in the case when a family takes a vacation during term time.



Health

- A parent is permitted to sign their child off school for the first day of absence only. This should be in the form of a medical or personal note being given to the child's teacher on the child's return. Absences of 2 days or more, a medical note must be provided.
- On the third consecutive day of absence, the school will telephone the parents to enquire as to the child's well-being. Medical notes or referral forms from a relevant specialist are always useful for referral purposes in long term illness absences.

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

- Traffic congestion or road works are not legitimate excuses for continued tardiness. However, isolated incidents 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 with parental consent.
- We strongly discourage the collection of children before the conclusion of the final lesson of the day as this negatively impacts the learning.
- A member of staff will collect the child from the classroom and deliver them to the main entrance. Parents, drivers or nannies are **not permitted to collect children directly from classrooms.**

Reviewed: November 2024

Reviewed by: Mr. Spencer Bragg – Principal

Next Review Date: July 2026



Home & School Agreement 2024-2025

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All members of the Newton British Academy Al Dafna community: staff, parents and children will commit to working together to achieve the following mission.

To provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student 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, students, parents and wider community to achieve our vision.

We will do everything to ensure that:

- Positive relationships are promoted at all levels to reduce any barriers to learning;
- Teaching is of the quality that leads to outstanding progress for all children;
- The curriculum will be inspiring, meaningful, and relevant helping all children to develop aspiration, achieve their potential and prepare them for later life.

We will:

- Care for your child's well-being, learning and enjoyment;
- **Contact you if we have any concerns with your child's attendance and punctuality;**
- Inform you of any concerns we have related to your child's well-being, learning or behaviour;
- Have the highest expectations of your child.

Parents will do everything to ensure that:

- They uphold the school values at all times, whilst here at Newton International School, West Bay;
- **Their child attends this school every day and on time;**
- Their child wears their Newton British Academy Al Dafna uniform correctly every day;
- Their child is prepared and attends Newton British Academy Al Dafna with the correct equipment e.g. pencils, rulers etc.;
- Their child is provided with a nutritionally balanced and appropriate amount of food each day which will not include chocolate, cakes, biscuits, chips, fizzy drinks and flavoured milk;



- Their children are well-rested and ready to learn;
- Their child completes all home-learning tasks within the timeframes given;
- Their children only bring with them the books that they need each day;
- Their children attend educational field trips and excursions organised by the school;
- They attend the Newton British Academy Al Dafna Parents' Meetings and will accept the advice and guidance offered by teachers;
- They support the Newton British Academy Al Dafna's Behaviour policy and approach;
- They will use the correct procedures to raise any concerns regarding their child's education;
- They will ensure that the school is provided with current emergency contact numbers and email address.

Children will:

- Consistently give their best and help others to do the same;
- Read regularly and practice their spellings and tables;
- Politely, ask for help when they need it;
- Wear their uniform correctly, with pride;
- Adhere to their Newton British Academy Al Dafna's Behaviour for Learning expectations;
- Complete all home-learning to the best of their ability and on time;
- Work with Newton British Academy Al Dafna to eradicate all forms of bullying.

_____ Class teacher _____ Child

_____ Parent 1 _____ Parent 2



Appendix 2

Initial Punctuality Concern

Date:

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Dear Parents,

I am writing to you as your child _____ has been late for school 3 or more times in the week of _____.

I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school.

Essentially, the more that a pupil comes to school on time, the more academic progress they will make.

Please be reminded of the commitment that you made when registering your child at Newton British Academy Al Dafna when you agreed that you **would do everything to ensure that your child attends this school every day and on time.**

I trust that you will take the necessary measures in order to improve this situation.

Thank you in advance.

Mr. Spencer – Principal



Appendix 3

Continuing Punctuality Concern

Page | 9 Date:

Dear Parents,

I am writing to you as your child _____ has been late for school 3 or more times in the week of _____.

I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school.

Despite writing to you on _____, your child's punctuality continues to require improvement. Please be reminded of the commitment that you made when registering your child at Newton British Academy Al Dafna when you agreed that you **would do everything to ensure that your child attends this school every day and on time.**

I trust that you will take this matter seriously and take the necessary measures in order to improve this situation as a matter of priority.

Thank you in advance.

Mr. Spencer – Principal



Appendix 4

Urgent Punctuality Concern

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Date:

Dear Parents,

Despite writing to you on two previous occasions to convey our concerns, your child's punctuality continues to fall below our expectations. Please be reminded of the commitment that you made when registering your child at Newton British Academy Al Dafna when you agreed that you **would do everything to ensure that your child attends this school every day and on time.**

I am writing to you as _____ has been late for school on more than 3 times in the week of _____, which is a cause for urgent action.

I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school. I understand that there could be an explanation therefore **I would urge you to make an appointment to meet with me as soon as possible in order to discuss this matter further.**

Please be reminded of the school's clear Policy for Pupil Attendance as your child's education and place at this school could be jeopardised if things do not improve as a matter of urgency.

Thank you in advance.

Mr. Spencer – Principal



Appendix 5

Initial Attendance Concern

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Date:

Dear Parents,

I am writing to you as _____ has been absent from school on 4 or more occasions so far this term. Continuing absence may lead to your child's attendance falling below our 95% target.

I am sure that you understand the importance of good punctuality and regular attendance in supporting your child's academic progress and performance in school.

Essentially, **the more that a pupil comes to school and on time, the more academic progress they will make.**

Please be reminded of the commitment that you made when registering your child at Newton British Academy Al Dafna when you agreed that you **would do everything to ensure that your child attends this school every day and on time.**

I trust that you will take the necessary measures in order to improve this situation.

Thank you in advance.

Mr. Spencer - Principal



Appendix 6

Continuing Attendance Concern

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Date:

Dear Parents,

I am writing to you as _____ has been absent from school on 7 or more occasions this term. If things do not improve, your child's attendance may fall below 90% which is a serious concern.

I am sure that you understand the importance regular attendance in supporting your child's academic progress and performance in school.

Essentially, the more that a pupil comes to school and on time, the more academic progress they will make.

Despite writing to you on _____, there has been no improvement in your child's attendance. Please be reminded of the commitment that you made when registering your child at Newton British Academy Al Dafna when you agreed that you **would do everything to ensure that your child attends this school every day and on time.**

I trust that you will take this matter seriously and take the necessary measures in order to improve this situation as a matter of priority.

Thank you in advance.

Mr. Spencer - Principal



Appendix 7

Urgent Attendance Concern

Page | 13 Date:

Dear Parents,

Despite writing to you on two previous occasions to convey our concerns, your child, _____, has been absent from school on 9 or more occasions this term.

I am sure that you understand the importance of good punctuality and regular attendance in supporting your child's academic progress and performance in school. I understand that there could be an explanation therefore **I would urge you to make an appointment to meet with me as soon as possible in order to discuss this matter further.**

Please be reminded of the school's clear Policy for Pupil Attendance as your child's education and place at this school could be jeopardised if things do not improve as a matter of urgency.

Thank you in advance.

Mr. Spencer - Principal



Appendix 8

Final Attendance Concern

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Date:

Dear Parents,

I am writing to you as _____ 's has been absent from school on ____ days with a current attendance of ____% which is considered to be chronic absence and a serious cause for concern.

Despite writing to you on several previous occasions to explain the seriousness of this situation, things have failed to improve. Therefore, I am writing to inform you that we will now be passing on your child's attendance records, together with our correspondence with you, to the Ministry of Education.

As outlined in our Attendance Policy, your child will not be able to return to school in the new academic year without the approval of an official at the Ministry of Education.

Thank you in advance.

Mr. Spencer - Principal