



Student Attendance Policy

Our Vision

'An International community of learners striving for excellence and celebrating success'

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.



Introduction

We at Newton British School Al Waab believe that students make the most significant progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment, a consistently high level of attendance and punctuality must be maintained. The link between academic success and good attendance is proven.

Expectations

At Newton British School Al Waab, we want to establish a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership between the school and parents. Newton British School Al Waab expects pupils to attend school for **at least 95% of the time**. Newton British School works for approximately 180 days per academic year. We expect all children not to miss or be late for more than 10% or 18 days over the school academic year. **Please note that if your child is absent or late for more than 18 days in the school year, they may not be offered a place the following academic year or may be asked to repeat the year.**

Purpose of Policy

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

Rights and Responsibilities

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

Students

All students from EYFS to Year 6 are expected to attend school and all their lessons regularly and punctually. Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the class teacher, and if the need should arise, from the key stage leaders, Head of Primary and the Principal. At the end of each term, students who have 100% attendance and 100% punctuality will be presented with certificates. Full attendance and punctuality on a yearly basis will also be acknowledged in the form of an award at the annual prize giving ceremony.

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 via Class Dojo. A student'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 or punctuality. Parents whose child's attendance or punctuality is a cause for concern will be contacted by the Class Teacher or member of Senior Management Team (SMT). Parents should avoid 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. Newton British School Al Waab 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 and lateness firmly and consistently.

Morning Punctuality

- Registration will be taken at **7.00-7.10 am** for Years Foundation 1 to Year 6 using SIMS and paper emergency registers.
- **After 7.15am** students are marked as **late** and lessons will begin.
- From **7:15am**, the gates are closed. Children who arrive late must report to the Admin Office where they will be given a late slip indicating time of arrival and reason for lateness. This must be taken to the class teacher.
- When the child attends the class, the teacher will accept the late slip and update the emergency fire evacuation register.
- Punctuality is reported on the termly school reports.

Procedures for following up lateness

Monitoring punctuality is the responsibility of all staff.

- If a child arrives *late 3 times or more* in a week, his or her parents will receive an **Initial Punctuality Concern (Appendix 3)** in writing from the Class Teacher.
- If a child is *late 3 times or more in a subsequent week*, his or her parents will receive a **Continuing Punctuality Concern (Appendix 4)** in writing from the Key Stage Coordinator.
- If a child's punctuality still does not improve, his or her parents will receive an **Urgent Punctuality Concern (Appendix 5)** in writing from the Head of Primary.
- If there continues to be no improvement in punctuality, parents will be expected to meet with the Principal where an **Attendance and Punctuality Contract (Appendix 13)** will be signed. In the event of no improvement, a pupil's place could be at risk the following academic year.

Procedures for following up uninformed absences (within 1 Term)

- 1 day absence: Class Teachers will contact parents via Class Dojo **by 8:00am** to enquire after the pupil's well-being
- 2 consecutive days without a reason provided for absence: Class Teachers will inform the Admin Team who will contact parents to enquire after the pupil's well-being.
- 3 days absence: parents will be further contacted by our Admin Team
- 4 days absence in a term: parents will receive an **Initial Attendance Concern (Appendix 6)** in writing from Key Stage Coordinator
- 5 days absence in a term: parents will receive a **Continuing Attendance Concern (Appendix 7)** in writing from Head of Primary.
- 6 days absence in a term: parents will receive an **Urgent Attendance Concern (Appendix 8)** in writing from Principal.
- More than 6 days absence in a term: parents will receive a **Final Attendance Concern (Appendix 9)** in writing from Principal.



Procedures for following up early collection

- If a child is collected early from class *once within a week*, the class teacher will remind that this must only be on production of a medical certificate.
- If a child is collected early *twice within a week*, parents will receive an **Initial Early Collection Concern** Letter from Key Stage Coordinator (**Appendix 10**) stating minutes of missed learning.
- If a child is collected early *5 times in a half term*, parents will receive a **Continuing Early Collection Concern** Letter from HOP (**Appendix 11**) stating cumulative minutes of missed learning
- If a child is collected early *6 or more times in a half-term*, parents will receive an **Urgent Early Collection Concern** Letter from Principal (**Appendix 12**) stating cumulative minutes of missed learning and will be invited to meet with HOP and Principal

Leaving Early:

All parents/guardians must report to the office first before going to the classroom to collect their child if they are taking them home before the end of the school day. Early collection is only allowed when:

- There is a valid medical reason
- There is written notification of a medical appointment
- There is a genuine emergency reason

Withdrawing a child early due to traffic or not having a car is **not** considered a valid reason.

School has the right to consider as a day's absence, any child who is withdrawn from school early without a valid reason.

Authorised Leave of Absences (exceptional circumstances)

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. A Request for Student Absence form (**Appendix 1**) should be completed and submitted to the School Office.

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.

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.

NB: 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.

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 unauthorised.

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.
- Parents, drivers or nannies must collect a release slip from the school office and present to the class teacher.

Collection of children at the end of the day

Children must be collected at the end of the day by a responsible adult (18 Years and over). No children will be released to anyone who is not an adult.



Where we have a person who is unknown to us, we will also ask for the password (password system). If we are unsure at the end of this process, we will always contact parents before releasing a child.

Password system

All teachers are responsible for ensuring that they have an agreed password to use when a person who we or the child does not know comes for end of day collection. It is the teacher's responsibility to ask for the password when this is the case. If a teacher is still unsure then they must contact a member of SMT before releasing a child. In unsure cases, we will always contact parents to seek clarification before releasing a child.



Appendix 1

Request for Student Absence

Extended or frequent absences from school are not advised and parents are kindly requested to consult our Student Attendance Policy when considering removing their children from school for any length of time. Consistent and continuous attendance is important for social, emotional and academic development.

A Student's absence will be noted on the register and will be reflected on end of term reports.

Having read the information above, should you still wish to withdraw your child/children from school for a period of absence, please complete the form below:

Student's Name(s): _____

Class: _____

Reason for Absence: _____

Number of School Days to be Missed: _____

Date of Commencement of Absence: _____

Date Returning to School: _____

Parent's Signature: _____

Date: _____

Office Use Only

Comments: _____

**Class Teacher's
Signature**

Principal's Signature



Newton British School

An international community of learners striving for excellence and celebrating success





Appendix 2

Home & School Agreement 2026-2027

All members of Newton British School Al Waab staff including 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 British School Al Waab
- Their child attends this school every day and on time;
- Their child wears their Newton British School Al Waab uniform correctly every day;
- Their child is prepared and attends Newton British School Al Waab 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 School Al Waab Parents' Meetings and will accept the advice and guidance offered by teachers;
 - They support the Newton British School Al Waab 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 School Al Waab's Behaviour for Learning expectations;
 - Complete all home-learning to the best of their ability and on time;
 - Work with Newton British School Al Waab to eradicate all forms of bullying.

_____ Class teacher

_____ Child

_____ Parent 1

_____ Parent 2



Appendix 3:

Initial Punctuality Concern

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.

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 School Al Waab 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.

(Name) - Class Teacher



Appendix 4:

Continuing Punctuality Concern

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 School Al Waab 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.

(Name) - Key Stage Coordinator



Appendix 5

Urgent Punctuality Concern

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 School Al Waab 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 in the weeks 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.

Mrs K Elmalem – Head of Primary



Appendix 6

Initial Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ has been absent from school on 4 days 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 School Al Waab 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.

(Name) - Key Stage Coordinator



Appendix 7

Continuing Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ has been absent from school on 5 days 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 School Al Waab 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.

Mrs K Elmalem- Head of Primary



Appendix 8

Urgent Attendance Concern

Date:

Dear Parents,

Despite writing to you on two previous occasions to convey our concerns, your child _____ has been absent from school for 6 days 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.

Mrs T Dodds - Principal



Appendix 9

Final Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ has been absent from school on ____ days with a current attendance of ____%. This 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, attendance has 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 Student 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.

Mrs T Dodds - Principal



Appendix 10:

Initial Early Collection Concern

Date:

Dear Parents,

I am writing to you as your child _____ has been collected before the end of the school day once within the week of _____. This equates to _____ minutes of missed learning.

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

Essentially, **the more that a pupil is in school, the more academic progress they will make.**

Please be reminded of the commitment that you made when registering your child at Newton British School Al Waab 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.

(Name) - Key Stage Coordinator



Appendix 11:

Continuing Early Collection Concern

Date:

Dear Parents,

I am writing to you as your child _____ has been collected before the end of the school day 5 times in the half term of _____. This equates to _____ minutes of missed learning.

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

Despite writing to you on _____, your child's early collection from school continues to require improvement. Please be reminded of the commitment that you made when registering your child at Newton British School Al Waab 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.

Mrs K Elmalem – Head of Primary



Appendix 12

Urgent Early Collection Concern

Date:

Dear Parents,

Despite writing to you on two previous occasions to convey our concerns, your child's early collection from school continues to fall below our expectations. Please be reminded of the commitment that you made when registering your child at Newton British School Al Waab 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 collected early from school on more than 6 times in the half term of _____, which is a cause for urgent action. This equates to _____ minutes of missed learning.

I am sure that you understand the importance of good 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.

Mrs T Dodds - Principal



Appendix 13: Attendance and Punctuality Contract

Student name	
Parent / Guardian name	
Class / Teacher	
Date	

Purpose

This contract has been implemented following previous written reminders regarding concerns about the student's attendance and punctuality. Regular attendance and arriving on time are essential for academic success, classroom participation, and the development of positive routines and responsibilities. School day timings are:

EYFS (FS1 and FS2) 7:00am - 12:30pm

Primary (KS1 and KS2) 7:00am –1:40pm

Attendance Expectations

The parent agrees to ensure that:

- Their child attends school every day unless illness or an emergency prevents attendance.
- Any absence is reported to the school immediately according to school procedures.
- Medical appointments and family activities are scheduled outside school hours whenever possible, with medical evidence provided.
- The child arrives at school on time each day and remains in school all day

Punctuality Expectations

The parent understands that repeated lateness:

- Disrupts learning for their child and the class.
- Causes missed instructional time.
- Impacts the child's academic progress and daily routine.

The parent agrees to:

- Establish a consistent morning routine.
- Ensure the child leaves home with enough time to arrive punctually.
- Communicate with the school if ongoing challenges are affecting punctuality or attendance.

School Support

The school is committed to supporting the family and student by:

- Monitoring attendance and punctuality.
- Maintaining communication with the family regarding progress or concerns.
- Offering support strategies or referrals where appropriate.



Attendance and Punctuality Goals

The following goals have been agreed upon with parents:

1. _____
2. _____
3. _____

Review Period

This contract will be reviewed on: _____

Progress will be monitored through:

- Daily attendance records
- Punctuality tracking
- Parent/school communication

Possible Further Action

If attendance and punctuality concerns continue despite support and reminders, further school procedures will be initiated in accordance with school Attendance Policy.

Agreement

By signing below, all parties acknowledge the importance of regular attendance and punctuality and agree to work together to support the student's success.

Parent Signature	
Student Signature	
Principal/ HOP Signature	
Date	