Newton International Academy, Barwa

Attendance Policy (EYFS & Primary)

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
Date Approved: September 2026
Next Review Date: September 2027
Review Cycle: Annual

NEWTON INTERNATIONAL ACADEMY | BARWA

Vision & Mission

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 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 the wider community to achieve our vision.

Aim & Rationale

Aim
To establish a clear framework that promotes and maintains high levels of student attendance and punctuality at Newton International Academy, ensuring that all students can achieve their full potential.

Rationale
Regular attendance is crucial for academic success and personal development. This policy aims to foster a culture of attendance that involves students, parents, and staff, ensuring that everyone understands their roles and responsibilities in supporting students' educational journeys. By implementing this policy, we aim to reduce absenteeism and its negative impacts on learning outcomes.

Introduction

At Newton International Academy we believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school.

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.

Please note that if a child is absent for more than 36 days (below 80%) 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.

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.

Our Attendance Target

Our target attendance rate of 94% is what the school will aim to attain each year. Newton International Academy works for approximately 180 days per academic year. In order to achieve this target and maintain our high standards we expect all children to not miss any more than 15 days over the school academic year — 5 days per term.

Category	Range	Description
Meeting Expectations	94% to 100%	If a child's attendance is above 94% they are achieving Newton International Academy's expectations for attendance.
Requiring Improvement	90% to 93%	If a child's attendance drops below 93% but remains greater than 90%, the attendance requires improvement in order to meet our target and will be monitored.
Persistent Absence	80% to 90%	If a child's attendance drops below 90%, they are considered to be persistent absentees, which is proven to reduce their chances of success in school.
Chronic Absence	Less than 80%	If a child's attendance drops below 80% this is considered chronic absence, which will trigger a meeting with the Principal where the need for urgent improvement will be discussed.

Rights & Responsibilities

Improving attendance at Newton International School is the responsibility of everyone in the school community – students, parents and all staff.

Students

- All students are expected to attend school and all their lessons regularly and punctually.
- At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award at the annual Prize Giving.

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 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. Parents whose child's attendance or punctuality is a cause for concern will be contacted every six weeks with a formal letter from the Team Leader, Deputy Head of Pastoral, Head of Primary, or Principal.

Parents should avoid, if at all possible, making medical or 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 Academy 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 for EYFS & Year 1 to 6.
- After 7.10am students are classed as late, as registers will be closed at this time.
- In EYFS — after 7.15am students are classed as late, as registers will be closed at this time.
- Pupils arriving after 7.10am must register as late at reception.
- Late arrivals are recorded term by term on school reports.

Procedures for Following Up Lateness

Lateness reviews occur every half term and once in Term 3 — five times per school year.

Step 1: If the late arrival becomes a regular occurrence, parents/guardians will receive an Initial Punctuality Concern (Appendix 1) at the time of review.
Step 2: If the lateness does not improve by the time of the next review, parents/guardians will receive a Continuing Punctuality Concern (Appendix 2) from the school reminding parents about lateness.
Step 3: If the lateness still does not improve by the time of the next review, parents/guardians will receive an Urgent Punctuality Concern (Appendix 3) from the school, inviting them to a meeting with a member of the primary school leadership team.

Procedures for Following Up Absences

Attendance reviews occur every half term and once in Term 3 — five times per school year.

Step 1: Parents will be phoned and an inquiry made by our admin team if a child has been absent for 3 days.
Step 2: Parents will receive an Initial Absence Concern (Appendix 4) in writing if their child's attendance has dropped below 90% at the time of review.
Step 3: If attendance does not improve and remains below 90% at the next review, parents will receive a Continuing Absence Concern (Appendix 5) in writing from the school.
Step 4: Parents will receive an Urgent Absence Concern (Appendix 6) if their child's attendance has not improved or drops to below 80% at the time of review.
Step 5: When a child has been absent for 36 days, parents will receive a Final Absence Concern (Appendix 7) providing written notification that their child's place in this school is under review for the following academic year due to very low attendance.

Truancy

- If any student is absent from the school without permission, parents/guardians shall be contacted by telephone or letter and the pupil will be detained after appropriate notification.
- If truancy happens more than once, parents/guardians shall be requested to attend a meeting with the Deputy Principal or Principal to discuss the problem.
- If truancy becomes chronic, a referral will be made to the Social Counsellor and Parents' Affairs Officer.

Holidays

There are only 180 school days in an academic year, therefore families are strongly discouraged from taking vacations during term time. All vacations or any unnecessary trips taken during term time will be registered and will count towards unauthorised 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 recorded when leave is granted by the Head of Primary, or when a valid written explanation (e.g. a medical certificate) is submitted upon the child's return. Requests for holidays or travel without serious justification will not be authorised. A maximum of 15 days of authorised absence may be approved in an academic year; any further absences will be recorded as unauthorised. All authorised absences will still be marked as absences in the child's attendance record. No further follow-up by pastoral staff will be required for authorised absences.

Unauthorised Absence

Where either no written explanation has been provided by parents or in cases when the Head of Primary has not approved the absence request — for example, when a family takes a vacation during term time. Any leave exceeding 15 days (i.e. 16 days or more) will be considered unauthorised unless exceptional circumstances are approved by the school. Please note that all absences — whether authorised or unauthorised — will still be recorded as absences on the student's attendance record.

Attendance and Safeguarding

The school monitors attendance daily to ensure the safety and wellbeing of all students. Prolonged or unexplained absences are treated as a safeguarding concern. Any absence exceeding three days without contact will be followed up promptly.

Religious Absenteeism

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

Attendance During Ramadan

NIA recognises that during the month of Ramadan, attendance and punctuality may be affected. Families are encouraged to maintain regular attendance as much as possible. Any absences or late arrivals during this period must still be communicated to the school and recorded appropriately.

Health

- A parent is permitted to sign their child off school for the first 2 days of absence. This should be in the form of a medical or personal note given to the child's teacher on the child's return.
- For absences of 3 days or more, a medical note must be provided.

Traffic in Doha

If you are held up in traffic, please contact your child's teacher on Class Dojo explaining this to be the case. Traffic congestion or road works are not legitimate excuses for continued tardiness. However, isolated incidents will be taken into consideration.

Appointments During the School Day

Children may only leave during the school day if collected by a parent or nanny/driver. Travel, traffic and non-availability of a driver do not count as reasonable excuses.

Parents or guardians must report to reception when collecting children early. Parents, drivers or nannies are not permitted to collect children directly from classrooms.

Attendance and Students with Special Educational Needs (SEN)

The school recognises that students with Special Educational Needs (SEN) may encounter additional challenges in maintaining regular attendance. Where appropriate, reasonable adjustments and individual support plans may be implemented to promote attendance and punctuality.

Where possible, therapy sessions, specialist appointments, and external interventions should be scheduled outside of school hours to minimise disruption to the student's learning. In instances where appointments during school hours are unavoidable, parents must provide an official doctor's note or a letter of attendance from the relevant specialist.

Consistent and ongoing communication between the school and parents is essential to ensure that all absences are appropriately managed. All student absences will continue to be recorded in the school's attendance records in accordance with school policy. The school remains committed to supporting SEN students to access their education fully, while maintaining high standards of attendance and engagement.

Policy Sign-Off	
Reviewed by:	EYFS & Primary Leadership Team
Approved by:	Head of School
Date of Review:	May 2026
Next Review Date:	May 2027

Appendix 1

Initial Punctuality Concern

Date:

Dear Parents,

I am writing to you as _____ has been late for school _____ times 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.

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 International Academy — Barwa City when you agreed that you would do everything to ensure that your child attends this school every day and on time.

Please also be reminded that every 3 lates is considered to equate to a full day of unauthorised absence according to our Attendance Policy found on the school's website. I trust that you will take the necessary measures in order to improve this situation.

Thank you in advance.

Appendix 2

Continuing Punctuality Concern

Date:

Dear Parents,

I am writing to you as _____ has now been late for school _____ times.

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 International Academy 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.

Appendix 3

Urgent Punctuality Concern

Date:

Dear Parents,

I am writing to you as _____ has been late for school on _____ occasions 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.

Appendix 4

Initial Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ 's attendance is below 90% which is a cause for concern.

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 International Academy 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.

Appendix 5

Continuing Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ 's attendance is now ___% which continues to be a cause for concern.

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.

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 International Academy 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.

Appendix 6

Urgent Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ 's attendance is ___% which is considered to be chronic absence and a serious cause for concern.

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.

Appendix 7

Final Attendance Concern

Date:

Dear Parents,

I am writing to you as _____ 's attendance is ___% which is considered to be chronic absence and a serious cause for concern.

Despite writing to you on _____ to explain the seriousness of this situation, things have failed to improve.

Therefore, I am writing to inform you that your child's place for next academic year is now under review as outlined in our Attendance Policy. I urge you to arrange a meeting with myself to discuss your child's attendance.

Thank you in advance.