



## **Student Attendance Policy**

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 and employers alike. It has been proven that there is a strong correlation between academic success and attendance.

A target attendance rate of 92% is what the school will aim to attain this year. School is open for approximately 180 days per academic year. We expect all children to not miss any more than 6 days over the school academic year, 2 days per term.

### **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 and Responsibilities**

- Improving attendance 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.
- Students who do experience attendance difficulties will be offered prompt and sympathetic support.

### **Parents:**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn

### **School:**

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

### **Registration**

Registration will be called at 7.00am . Registers will close at 7.10am. Students who arrive after the registers have closed should report to Reception and receive a late slip, giving time of arrival and reason for being late.

### **Lateness**

Three unauthorised lates in one week will equal one day absent, 18 days of unauthorised across the academic year absence may result in the student will not returning next year.



### **Procedures for following up absences**

- Parents will be contacted by the school when the child has been absent for more than 2 days
- Parents will be informed in writing when a child has been absent for 10 days.
- Parents will be informed in writing (in the form of a meeting) when the child has reached 12 days of absence and may be at risk of failing the year.
- If a student is absent for more than 15 days in a term, the school reserves the right to withdraw them from the end of term examinations.
- If a child is absent for more than 18 days, parents will be asked to attend a meeting in school and direction will be requested from the CEO.

### **Truancy**

- If any pupil absents themselves from the school without permission, then the parents 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 invited to attend a meeting with the Head of School/Principal to discuss the problem.
- If the truancy becomes chronic then a referral will be made to the Social counsellor and the CEO will be informed and a advice on the student's withdrawal from the group will be sought.

### **Holidays**

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

### **Absenteeism**

The school will call parents if their child has been absent for more than 2 days and we have not received any notification regarding their absence. Parents should notify the school as to the reasons of their child's absence.

### **Authorized and unauthorised absences**

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

### **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.

### **Appointments in the day**

Children may only leave during the school day if there is a valid reason such as a genuine emergency or vital medical appointment that cannot be rescheduled (*please note this does not include leaving to catch a flight*). A medical appointment card should be shown if applicable and the child is to be collected by a parent or nanny/driver. 24 hours' notice should be given prior to the appointment to the class teacher.



### **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.

### **Collecting children**

All parents/guardians are to report to the reception first before going to the classroom to collect their child during the day.

## **Appendix 1: Parent Agreement**

Child's name: \_\_\_\_\_

Child's class: \_\_\_\_\_

Child's teacher: \_\_\_\_\_

I confirm that I have read the Pupil Attendance Policy.

I fully understand the terms and conditions that go with the policy and will adhere to it for the benefit of my child's education.

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 2: Absence Letter – 18 days – meeting request (Head of Year/ Pastoral lead)**

*Date*

Dear

We have noticed that ..... has been absent from school for 18 days this year so far.

I would like to invite you into school to discuss this with you as ..... is not progressing as we may have to consider ..... repeating the academic year.



Yours sincerely

Deputy Head of Secondary (Academic)

### **Appendix 3: Registration Procedures – Guidance for Staff**

#### **Registration Procedures**

**All registers should be taken every morning at the beginning of the school day and completed by 7.10am.**

Children should be marked in as 'present' if they arrive in the classroom before the register has been collected. Any child arriving after the register has been collected should either produce a 'late' slip to the teacher or be sent to get one from reception so that they can be marked into the late register. They will be marked into the class register with an 'L' to show that they were late on a particular day. No child should be allowed into class without a late slip once the register has been collected.

If you are given a note informing of an advance absence for medical reasons or family holiday for example, please direct the parents to SMT for the necessary approval for this.

#### **Marking the register:**

Registers are taken using SIMS. Class teachers need only to mark the pupils who are present, SIMS will automatically mark pupils with an N if no code is entered.

The symbol used for a child who is present is: /

If the child has been absent, then you must insist on a note from the parents for a reason for the absence (please bear in mind they may have phoned the school because their child is ill that day).

Absence notation:

- L - late
- O - unauthorised absence – no prior permission from SMT.
- S - illness – note sent in or telephone call on day of illness
- H - agreed holiday – authorised by Principal.
- N - no reason given

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

**Date of next review:** June 2024