



STUDENT ATTENDANCE POLICY 23/24

Rationale

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. For a student 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.

Purpose of this 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 at NBS Muraikh is the responsibility of everyone in the school community – students, parents and staff.

Implementation

A target attendance rate of 96% is what the school aims to achieve. We expect all students not to miss more than 18 days over the school academic year, 6 days per term. At NBS Muraikh, 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. Student absence will be tracked carefully and any students who present serious cause for concern, may have their place at NBS Muraikh reviewed.

Students

- Students 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 school management.

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 on the same day of absence. Any student absence from school requires a satisfactory explanation. Parents must avoid, if at all possible, making medical/dental appointments for their child during school hours.

Registration

Newton British School Muraikh

An International community of learners striving for excellence and celebrating success



Student registration occurs at 7.00am. Registers will close at 7.10am. If a student fails to arrive before the registers close, they will be marked as 'absent'.

Procedures for following up absences

- Parents will be contacted when the student has been absent by reception after 8am each morning.
- Parents will be informed in writing when a student has been absent for 10 days during a half term without good reason.
- Parents will be contacted by the senior management when a child has been absent for 15 days during a half term without good reason. This attendance will be reported to Higher Management of the Newton Group.

Holidays

Out of term holidays will be registered as absent.

Absenteeism

Students should always bring a note from parents explaining an absence. This should be given to the class teacher at registration on the first day of return to school. The school will seek to call parents if their child has been absent for 3 days and we have not received any notification regarding their absence.

Authorised 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 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, this 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. Medical appointments where possible must be scheduled outside of school hours.

Collecting children during the school day

All parents are to report to the reception if they need to collect their child during the day.

Exam Period

During exam periods unless directed by SMT and school Owners, students will not be allowed to leave after exams. If they are removed before the end of day note of this will be on their attendance record.