



PUPIL ATTENDANCE POLICY

We at Newton British Academy 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 and employers alike. 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.

A target attendance rate of 95% is what the school will aim to attain. Newton British Academy works for approximately 180 days per academic year. We expect all children to not miss any more than 18 days over the school academic year, no more than 6 days per term. 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 reach 18 days of absence in an academic year, the Ministry of Education is informed for further action. 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 and parents.

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 & Responsibilities

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

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, initially from the Class teacher, and if the need should arise, from the Key Stage Leaders/Principal. At the end of each term pupils 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 pupil'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 is a cause for or concern will be written to by the Key Stage Leader/ Head of School /Principal at the end of each term. Parents should avoid, if at all 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 staff). NBA 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 firmly and consistently.

Registration

Registration will be called at 7.00am. Registers will close at 7.15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. Pupils 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. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance.

Lateness

- Lateness shall be noted in the late book and monitored by the class teacher and School Counsellor.
- If a pupil is late 3 times it will equate to 1 day absence. These 'late' days are included in the 15 days of absence. At various stages up to this point, parents will be invited in by the class teacher to meet with either the Senior Management Team.
- If the 'late coming' becomes a regular occurrence the parents/guardians will be invited to meeting with the Head of School and Principal.

Holidays

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

Absenteeism

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

Authorized and unauthorised absences

An authorized 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.

Illnesses

In light of the rules regarding Covid-19, all children absent MUST bring a medical note upon return to school.

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. Medical appointments where possible should be scheduled outside of school hours.

The person collecting the child should obtain a signed slip from the Reception Team authorising them to take the child(ren) from the school premises and parents/carers/drivers should wait in reception for the child(ren) to be collected from their classroom by our reception staff.

Any child taken early from school without a valid reason will be shown as absent for the day in question.

Collecting children

We will continue to follow our drop off and collection from cars in light of the new COVID restrictions and the roadworks surrounding school.

Social Counsellor

The School Counsellor will meet on a weekly basis with the Principal to monitor attendance. The school relies greatly on this service and will work to develop a real and effective partnership with the focus on the maintenance of good attendance.

Reviewed September 2022