



# Attendance & Punctuality Policy & Procedures (Primary)

## A – Teaching Policies & Procedures

Key author	Deputy Head Primary
Audience	Employees; Students; Parents
Approval body	Primary SLT
Approval frequency	3 years
Last approved	April 2023
Date of next review	September 2023
Published	Portal/ Website/ Classlink

## Attendance and Punctuality Policy and Procedures (Primary)

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The following policy has been written in line with the ADEK Private Schools Policy and Guidance Manual: Policies 54 and 55, as well as best practice from UK schools.

### Introduction

It is the aim of the British School Al Khubairat to provide a world-class education for our students, so that all students can exceed expectations. The evidence regarding the link between high attendance and academic progress is clear. When a student misses school, they have gaps in their learning which can be hard to close, which in turn can impact how well they understand new learning on their return. Absence from school can also impact a student's relationships with their peers, and impact on other students' learning if a teacher is required to spend additional time supporting the student due to lost learning.

Therefore, in order for our students to access the world-class learning at BSAK, they must be present in School, and in lessons, as much as possible.

### Aims

The aims of this policy are:

- to make the expectations of both students and their Parents/Carers very clear.
- to enable the Headmaster, and all BSAK staff, to carry out the responsibility of ensuring student attendance and punctuality is excellent for all students.
- to enable early action to address any patterns of poor attendance or punctuality.
- to celebrate students whose attendance and punctuality is excellent.

### Attendance

Students are expected to be in school every day of the ADEK approved school calendar. It is the Parents' responsibility to ensure that students are present at School every day. (See Appendix 1 for a list of acceptable and unacceptable absences).

Please note that having 10 continuous unauthorised absences, or 15 non-continuous unauthorised absences throughout the school year, may mean that the student will not be allowed to re-register at BSAK for the following year, as per ADEK instruction.

## Start of the school day In Primary

Morning drop off is from 7.30am until 7.45am which is when the school day starts and learning begins.

Parents must ensure that their child is on the School site in time to ensure they get to class at the appropriate start time. After 7.45am your child will be marked as late. These times apply to all year groups. It is beneficial for consistency that all children are ready for learning at the same time each day.

Where there is a *known planned* absence, parents must apply via the school portal at least 10 days prior to the absence. The planned absence form can be found on the school portal under parent information, planned absence. This application will then be discussed with the School's SLT and a decision reported back to the parents via email. Unless the reason for absence is on the Authorised list (see Appendix 1), it is highly unlikely that the School will allow an authorised absence.

Due to the clear link between good attendance and positive school results, it is the responsibility of Parents/Carers to ensure that their child is in School for every calendared day. This includes medical/dental appointments, which should be made after the school day whenever possible.

### Sickness:

If a student is feeling unwell in the morning, the parent should make a decision based on the best interest of their child and their education. Please refer to the table below to help with a decision on whether to send your child to school or not. If there is any doubt, BSAK asks parents to send their child into school, as our nursing team can assess their health and suitability to remain in school. However, if a decision is made that the child is not well enough to attend school, then we ask the parents to keep the child off of school for the day.

When to keep your child at home:
<u>Fever</u> Please keep a child at home with a temperature/fever of 38C and above, (Department of Health Directive) and keep them at home until they are symptom free without medication for a minimum of 24 hours. Contact your doctor if you have any concerns with fever like illnesses. Nurses are happy to provide guidance, please call or email: ( <a href="mailto:Nurses@britishschool.sch.ae">Nurses@britishschool.sch.ae</a> ) or 022040200 (in school hours).
<u>Gastric concerns, diarrhoea, nausea and vomiting</u> Gastric like illnesses/infections can be passed amongst children very easily. Children should remain home until they are symptom free for a minimum of 48 hours (Department of Health Directive) before returning to school. If your child's health status deteriorates or doesn't improve then please consult your doctor promptly,

children become dehydrated very quickly.

Infectious illnesses (Health Authority directive)

If your child is suspected or has a confirmed diagnosis of an infectious illness i.e. measles, mumps, chicken pox, meningitis, scarlet fever etc. then please contact the school nurses directly as soon as possible. Nurses are then able to alert the school community, if appropriate.

Broken bones and reduced mobility at school

Please notify the school nurse directly and forward a copy of the doctor's discharging report which provides diagnosis and care needs - this will then help the nurse to decide if the student is able to return to school or not.

Nurses can then provide support and care as appropriate. Identifying children with reduced mobility is important at times of fire drills.

If your child is sick, the School must be informed via the school portal, the form can be found under parent information, unplanned absence/sickness. Emails to the teacher and messages on Seesaw will not be picked up by the attendance team and absence will be recorded as unauthorised.

### Punctuality

Educating our students about being punctual is seen as extremely important. When students are late to class they can miss out on learning opportunities and important information. Please ensure your child is in class at the expected start time for the day.

In exceptional circumstances, at the discretion of the School, lateness to school may be accepted (e.g. dense fog or a school bus issue).

### Parental expectations

Parents of BSAK students are expected to support the School by ensuring:

- A good routine is established at home so that your child is ready to be at school punctually. This means ensuring enough sleep by a regular and appropriate bedtime; ensuring that children are awake with plenty of time to prepare for School in the morning; that they are ready with full equipment for the day in plenty of time to get to School before the start of the school day.
- Their child is attending school on all days of the ADEK approved school calendar
- Their child is punctual to school - arriving between the stipulated times
- Provide the school with information regarding any authorised absence in a timely manner
- Any family vacations or travel arrangements are made outside of the School's ADEK approved school calendar, during the School's scheduled holidays.
- That any appointments (including medical or dental) should be made outside of School hours

## Attendance and Punctuality Procedures - Primary School

### School Procedures - Attendance

A register is taken at the start of the school day. It is the Parent/carers' responsibility to let the school know before the start of the school day, via the school portal, of the reasons for a student's absence. The School's Attendance Supervisor will make contact with the parents of any student(s) whose absence is unauthorised as soon as possible during the morning.

Attendance is audited at the end of Term 1, end of Term 2, and at the halfway point of Term 3. This will create 3 designated times in the year when class teachers audit and check attendance of their students. It is at these points decisions may be made regarding letters to parents related to poor attendance. Equally however, attendance is monitored by class teachers throughout the school year and if issues or concerns arise parents may be contacted at any given time.

### School Actions to Address Poor Attendance Patterns

The class teacher will monitor attendance patterns. Students whose attendance falls below 'Satisfactory' (see table below) each term will receive a formal letter from the School (see Appendix 2).

98-100% Attendance at school and lessons	Expected
95-97% Attendance at school and lessons	Satisfactory
90-95% Attendance at school and lessons	A cause for concern - Monitoring and interventions will be put in place.
Below 90% Attendance at school and lessons	A serious cause for concern. Parents will receive a 'Serious Cause for Concern' Letter from the Year Leader.
Below 70% Attendance	Meeting with parents and Deputy Head to discuss concerns.

### Unauthorised Attendance

Please note that, after having three warning letters from the School, having 10 continuous unauthorised absences, or 15 non-continuous absences throughout the school year, may mean that (as per ADEK instruction) the student may not be allowed to re-register at BSAK for the following year, and may be asked to either repeat the academic year, or to leave the school.

Should a student have 5 or more non authorised absences in a term, this will trigger a 'Serious Concern' letter, and a meeting with parents and the class teacher to discuss ways of improving attendance.

### Late to School Post Registration

Should a student be late to school, then they must sign in at the school reception. Should your child's total of lates be 5 in one term then a letter of concern will be sent to you. If the pattern of lateness continues then you will be called to arrange a meeting to discuss further.

### Appendix 1

### Authorised Absences

The following will be considered as 'authorised' absences, provided that the school is informed via the School Portal.

#### Illness

Please note that any absence of 3 days or more must be recognised by a Doctor's note for it to be deemed authorised.

- A scheduled doctor's appointment (that cannot be made after the end of the school day - the School asks all parents to make every effort to book doctors appointments after the end of the School day).
- Taking part in an approved public performance or sports fixtures.
- On an approved educational visit or field trip.
- School approved Exam Leave.
- Mandatory appearance before a governing body
- Issues with School buses arriving at school.
- To attend the wedding, or funeral, of a very close relative.
- Other circumstances that the School agrees are exceptional or unavoidable.

It is the parents' responsibility to provide the school with information regarding the student's absence. Failure to provide this will result in an unauthorised mark. A student's registration to stay at BSAK for the following School year is in jeopardy if a student has either 10 days consecutive or 15 days of non-consecutive unauthorised absence through the School year. The ADEK framework provides these parameters for exclusion from the school.

### Unauthorised Absences

The following are a list of examples of absences which cannot be deemed as 'authorised':

- Holidays/Vacations during the school calendared year.
- Shopping trips
- Moving house
- Graduation ceremonies for any family member or close friend
- Being tired due to a family engagement or social events from the previous evening/weekend (parents/carers must make plans to ensure school attendance)

- Non-urgent family travel
- Illness for more than 3 days without a recognised Doctor's note
- Medical appointments during the school day without proof

## Appendix 2 - Formal Attendance Letters to Parents

### 1. Cause for Concern Letter (90-95% attendance) Primary

Dear

This letter is to draw to your attention the school's concern over \_\_\_'s attendance this term. This term, \_\_\_'s attendance has fallen below the satisfactory level of 95% attendance.

While there may be valid reasons for these absences, we must draw your attention to the relationship between high attendance and student performance and progress in school - it is important that they are in school as much as possible.

Moving forward, we will continue to monitor \_\_\_'s attendance, and we ask that you ensure that you aim for 100% attendance moving forward.

Kind Regards

Year Group Leader

### 2. Serious Cause for Concern Letter (<90% attendance) Primary

Dear

This letter is to inform you that the School has a serious cause for concern regarding \_\_\_ 's attendance. This term, \_\_\_ 's attendance has been below 90%. Although there may have been valid reasons for non attendance, it is important that we make you aware of the strong link between high attendance and student performance and progress - it is important that they are in school as much as possible.

Therefore, we would ask for your continued support to raise \_\_\_ 's attendance up to at least above the satisfactory level of 95%.

Kind Regards

Deputy Head

### 3. Serious Cause for Concern Letter (>5 unauthorised days per term)

Dear

Our records show that \_\_\_ has had \_\_\_ unauthorised absences from school this term.

These may have been through non-attendance at school without a valid (ADEK approved) reason, or it may have been through late arrival at school where learning time was lost. As per the ADEK instructions, the school is now notifying you to warn you that with 10 consecutive, or 15 non-consecutive, unauthorised absences in the school year, the school may expel the student from the next academic year's roll. It is therefore vital that \_\_\_ arrives in time for school in the morning, and has no further time off of school without authorisation. You have the right to see your child's attendance data, so if you would like to do this, or to discuss this, please do feel free to contact the school to set up a meeting.

Kind Regards

Deputy Head

#### 4. Cause for Concern Letter (Punctuality) Primary

Dear

This letter is to draw to your attention the school's concern over \_\_\_'s punctuality this term. This term, \_\_\_'s punctuality has fallen below the satisfactory level of ??.

While there may be valid reasons for this number of lates, we must draw your attention to the fact that as a result of being late your child is missing out on a number of important aspects of the start of the school day.

Moving forward, we will continue to monitor \_\_\_\_\_'s punctuality, and we ask that you ensure that you aim to support us in significantly improving this.

Kind Regards

Year Group Leader