



Attendance & Punctuality Policy & Procedures (Secondary)

A – Teaching Policies & Procedures

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Attendance and Punctuality Policy and Procedures

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 examination results 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 upon 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.

	9-7/A*-A %	9-5/A*-B %	9-4/A*-C %
BSAK Overall Grades %	56	83	95
Attendance > 95%	60	86	96
Attendance < 95%	45	74	87

Table 1: Link to grades - a comparison of attendance figures and grades achieved.

Therefore, in order for our students to access this 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 it 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 on 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.

The School day starts at 7.45am. Parents must ensure that their child(ren) is/are on the School site **before** 7.45am, but no earlier than 7.30am.

Where there is a *known* absence, parents must apply for it in writing to the Head of Year at least 10 days prior to the absence. This application will then be discussed with the School's SLT and a decision reported back to the parents via the Head of Year. Unless the reason for absence is on the Authorised list, 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(ren) is/are in School for every calendared day. This includes medical/dental appointments, which should be made after the school day whenever possible.

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 into 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 the school at 7.25am, then we ask the parents to keep the child off of school for the day. Arriving at school after lessons start with the reason being 'I was ill in the morning' is not acceptable, and will result in half a day of unauthorised absence.

When to keep your child at home:

Fever

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: (Nurses@britishschool.sch.ae) or 022040230 (in school hours).

Gastric concerns, diarrhea, nausea and vomiting

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(ren) is(are) sick, the School should be informed by either telephone (02 2040200) or email (secondaryabsence@britishschool.sch.ae) as soon as possible. Please also CC in the child's form teacher.

Punctuality

Any arrival after 7.45am is not acceptable. Educating our students about the important Life Skill of being punctual is seen as extremely important. When students are late to either form time or assemblies they may well miss out on important information, the opportunity to show respect for the UAE's National Anthem, and or miss out on the carefully planned Moral Education and Life Skills sessions that ensure the Personal, Social and Emotional growth of the students.

Tardiness to lessons is something we aim to eradicate completely from BSAK. When a student arrives late to a lesson, it disturbs the teacher's lesson; it can mean that they miss valuable instructions or learning, that then has to be repeated for their benefit - taking time away from the rest of the class.

In exceptional circumstances, at the discretion of the School, lateness to school may be accepted (e.g. dense fog or a school bus issue). However, personal reasons for being late will not be allowed as an acceptable late record.

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(ren) is(are) 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(ren) is(are) attending school on all days of the ADEK approved school calendar

- Their child(ren) is(are) punctual to school - arriving **before** the School's starting time
- Provide the school with information regarding any authorised absence in a timely manner (either through the correct telephone number: 02 2040200, or via the correct email address: secondaryabsence@britishschool.sch.ae)
- 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. When this is unavoidable, the School will insist on proof of appointment being shown for this to be an authorised absence.

Attendance and Punctuality Procedures - Secondary School

School Procedures - Attendance

A register is taken at the start of the school day and during every lesson; students must ensure that they attend every timetabled lesson. Failure to attend a lesson, or part of a lesson during the school day will be regarded as truancy, and will be dealt with through the School's Rewards and Sanctions Policy.

It is the Parent/carers' responsibility to let the school know before the start of the school day (via either telephone message or email) 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 potentially create 3 letters to parents regarding poor attendance.

School Actions to Address Poor Attendance Patterns

The Form tutor and Head of Year will monitor attendance patterns. Students whose attendance falls below 'Satisfactory' (see table below) each term will receive a formal letter from the School.

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 Head of Year.
Below 70% Attendance	Meeting to discuss whether the student must repeat the year.

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 Head of Year to discuss ways of improving attendance.

School Procedures - Punctuality

Students should be in their form room at 7.25am. At 7.30am the UAE's National Anthem is played, and all staff and students stand to show respect to the flag of the UAE. If a child is not in their form room for the start of the National Anthem, they will be marked late to school.

Students may enter the School via any of the three entrances into BSAK; however, following the start of the 7.30am National Anthem, students can then only enter through the main Secondary entrance.

If a student fails to arrive into the School building prior to the National Anthem, then they must sign in with reception prior to going to their form. This is to ensure we have a full register of attendance.

If the student is late on 2 or more occasions per week, they will receive a sanction. An email is generated and sent to both the student and the parent to notify them of the detention, and it is placed on iSAMs so that the form tutor is aware; it is the student's responsibility to ensure that they arrive promptly to their detention. If repeated in a term, the sanction will be escalated.

Please see the table below for details:

Occurrence of 2 or more lates in a week during a term	Action
1st	30 min Lunchtime detention
2nd	30 min After School HoY Detention
3rd	60 min SLT detention
4th	60 min SLT Detention (plus HoY to meet with parents)
5th	1 day Internal Exclusion

In preparation for life after BSAK, **Sixth form students** receive privileges that encourage independence and effective management of time. Failure to demonstrate punctuality in the morning will therefore, **in addition to the actions listed above**, have an impact on their permission to leave school campus during second break. As such:

Occurrence of 2 or more lates in a week during a term	Action (Sixth Form Students)
1st	student cannot leave school campus at second break for the rest of that week and the following week.
2nd	student cannot leave school campus at second break for the rest of the half term.
3rd	student cannot leave school campus at second break for the rest of the term.

Lates to School Post Registration

Should a student be late to school passed the 7.50am start of lesson bell, then they must sign in to the school reception. **This will result in a half day unauthorised absence for the student.** It will also result in minutes late being recorded in the same way as being late to lessons.

Please note that having 10 continuous unauthorised absences, or 15 non-continuous 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.

Late to Lesson

If a student is deemed late to a lesson by their teacher, the teacher will record the number of minutes late in the register. An individual teacher will issue a Level 2 sanction (15 minutes break detention) to a student if they 10 or more minutes late to a lesson with no valid reason. Each week, to improve any patterns of poor punctuality, the number of minutes late to lessons each student has will be calculated cumulatively. These late minutes will result in the following sanctions (n.b. These are dynamic and are liable to be changed by the school):

- 10 - 30 cumulative minutes per week lates = 30-minute lunchtime detention
- 30 - 60 cumulative minutes per week late = 30-minute HOY after school detention (+ potentially a Punctuality Report)
- 60+ cumulative minutes per week late = 1 hour SLT after school detention on a Thursday (+ a mandatory Punctuality Report)

School Actions to Address Poor Punctuality Patterns

If a tutor or Head of Year notice a pattern of poor punctuality in their half term report, a Punctuality Report will be given to the student. This will be checked daily by the form tutor and will contain inbuilt sanctions. This will last for 2 weeks.

If there is a requirement to place the student onto a Punctuality a **second time**, then this is monitored by the Head of Year. This will also require a meeting with parents.

Celebrating Excellent Attendance and Punctuality

Each term, students with 100% attendance and 100% punctuality records will be invited (along with students based on their academic report) to a celebration event. These events will differ between Year Groups and Key Stages. A formal letter home will be sent at the end of each term to celebrate the student and thank the parents.

Appendix 1

Authorised Absences

The following will be considered as 'authorised' absences, provided that the school is informed via a written note, or an email (to the Secondary absent email address) or telephone message to the school student Absent extension:

- Illness (N.B. if a student is deemed unwell at the time of leaving for school by their parents, then the student should be kept off of school for the day). 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 arrival 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 2 days **without a recognised Doctor's note.**
- Truancy (when parents are unaware that their child is not at school). This is dealt with through the School's Rewards and Sanctions Policy.
- Oversleeping / lateness - **any arrival after 7.50am (the closing of the morning registration period) will count as a half day of unauthorised absence.**

Please note that if a student is deemed to be too ill to be at school at 7.45am by their parents, then the student **should stay off of school for the day until they fully recover.** Parents should send students into school if they are unsure, and the school nurse will decide if the student is fit to be in school. It is not acceptable for a student to arrive at school after the start of the day with the explanation of being unwell in the morning - **this explanation will result in a half day's unauthorised absence if the student arrives after 7.50am.**