

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

POLICY FOR	Attendance and Punctuality
PERSON RESPONSIBLE	Head of Pastoral
REVIEW DATE	May 2023
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	5 th July, 2022
APPROVED BY	Executive Leadership Team
DATE OF NEXT REVIEW	June, 2023
RELATED POLICIES	Rewards and Sanctions Policy, Safeguarding Policy, Anti-bullying Policy, Uniform Policy, E-safety policy,



Executive Principal / CEO



ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction:

Regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. Attendance in school and punctuality are essential for successful attainment.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment.

KHDA (Knowledge and Human Development Authority) guidelines for attendance are as follows: 98% and above outstanding, 96% very good, 94% good, 92% acceptable and less than 92% weak and very weak. The school cannot authorise long absences. Absences of more than 48 hours without the support of a sick note will be worked as unauthorised absence. If a student needs to miss school for any other reason other than illness, then this should be requested in writing and approved in advance by the Assistant Principals. The school reserves the right to strike off any student missing school for more than 21 days according to KHDA guidelines.

Roles and Responsibilities:

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together, attendance can be improved and in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Students are responsible to:

- Attend school regularly and attend all lessons.
- Arrive on time at school and to all lessons.
- Be fully involved in all lessons.
- Follow the procedures for attendance and punctuality.
- Wear the school id at all times
- Be responsible for carrying out any work provided by the school during an authorised absence period.

Parents are responsible for:

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.
- Informing a member of staff (usually Class Teacher/Form Tutor or Head of House) of any reason or problem that may hinder their child from attending school.



- Working with the school to resolve issues where possible and ensure good attendance and punctuality.
- Contacting school, either by email to the Class Teacher/Form Tutor or Head of House, whenever their child is unable to attend school.
- Informing the school immediately in the event of the student contracting an illness or suffering an injury which would make
 - an absence of 3 days or more likely, and
 - subsequently keep the school informed of the student's progress.

Form Tutors / Class Teachers / Teachers are responsible for:

- Setting an example by having good attendance and arriving on time to registration – Teachers should be in the classroom by 7.30 a.m.
- Marking the daily attendance register accurately at the start of the day.
- Marking the room attendance for all lessons taught.
- Alerting the Head of House if a student was present in the morning but absent for a lesson later in the day for further action.
- Emphasizing the importance of good attendance and punctuality.
- Ensuring absence notes/emails are received and record reasons of absence accurately.
- Contacting home if a student is absent from school without a reason – this will happen during or after **the first day of absence**.
- Alerting the Head of House if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Keeping a record of all interventions.
- Celebrating attendance and punctuality appropriately for the year group e.g. display certificates, appreciation mails/letters, etc.
- Setting an example by arriving promptly to all lessons.
- Referring to attendance and lateness when writing report using the following language-

Outstanding	>98%
Very good	>96%
Good	> 94%
Acceptable	> 92%
Weak	<92%
Very Weak	<90%

Heads of Houses are responsible for:

- Promoting, monitoring and supervising good attendance and punctuality within each house to ensure targets are met.
- Collating an attendance and punctuality data sheet every month and give it to Class Teachers/Form Tutors to discuss with their classes.



- Using a monthly attendance display to raise awareness for 100% attendance.
- Ensuring all teachers are familiar with and follow the Attendance and Punctuality Policy.
- Using monthly data analysis to identify individuals and groups.

The Head of House will:

- Identify and challenge any unauthorised absence and persistent lateness
- Immediately investigate any lesson absence during the day and contact parents if necessary
- Identify patterns of frequent short absences, for example every Friday
- Analyse the data monthly into the following categories for Attendance and Punctuality

Attendance	
96 – 100%	GREEN
92 – 95%	ORANGE
Below 92%	RED
RED – Head of House will decide on the best intervention method according to the individual circumstances of each student	

Punctuality	
96 – 100%	GREEN
92 – 95%	ORANGE
Below 92%	RED
RED – Head of House will decide on the best intervention method according to the individual circumstances of each student	

Rewards:

- Students who have improved attendance and/or punctuality will receive an appreciation mail
- Students with 100% attendance and no lateness will be rewarded at the end of each month and year groups with the best attendance per term will be rewarded as well.
- Head of House will decide on appropriate rewards for their houses, which may include:
 - Certificates
 - Mention in a school assembly
 - Note in the planner or email/letter sent to parents.

Offence	Frequency	Implications
	The first five(5) incidents of tardiness in a month	<p>Students late for first / second time, Form Tutors/Class Teachers give a verbal warning and record it in the school planner.</p> <p>Students late for third time Form Tutors/ Class Teachers send an email and inform the parent and inform the Head of House.</p> <p>Students late for fourth time, Form Tutors/Class Teachers bring to the notice of the respective Head of House and assign Community hours at the school.</p> <p>Students late for more than five times, Head of House will call the parent for a meeting, recorded.</p> <ul style="list-style-type: none"> • A formal letter will be issued. • Detention during school break or after school hours.

Tardiness – this refers to being late in coming to school at the start of the

school day and to instances of being late to lessons within the school day

Up to an additional three (3) instances of tardiness in a month

Students late for more than eight times within a month would be escalated to the **Head of Pastoral**.

- Warning Letter for persistent lateness will be issued and parents informed of the recurrence and
- Temporary suspension for two /three days where the student will receive a “zero” on any test administered during suspension days.

Student late for more than 10 times in a month the matter escalated to the **Assistant Principal- Pastoral / Assistant Principal – Secondary**. Parent called for the final meeting.

- A written notice-announcing refusal to re-enroll the student in the school for the following academic year.

Any additional incidents to the above

At the discretion of the school, the decision might include no enrolment for the next academic year.

Offence	Frequency	Implications
	The four(4) incidents of absenteeism in a month	<p>If student is absent for one or two days, Form Tutor or teacher to give verbal warning and recording in the planner.</p> <ul style="list-style-type: none"> • Detention. <p>If two/ three days of absenteeism, written warning to student and notify parents.</p> <ul style="list-style-type: none"> • Community hours at the school.
	Up to an additional three(3) instances of absenteeism in a month	<p>For five to eight days the teacher to report to Head of House. Parent to be called for a meeting and</p> <ul style="list-style-type: none"> • Warning letters to be issued and temporary suspension for up to two/ three days where the student will receive a “zero” on any test administered during suspension days. <p>More than eight days the matter raised to the Head of Pastoral.</p> <ul style="list-style-type: none"> • Parent meeting to be scheduled. • A written notice-announcing refusal to re-enroll the student in the school for the following academic year. <p>More than ten days the matter is raised to the Assistant Principal Pastoral/ Assistant Principal Secondary –</p> <ul style="list-style-type: none"> • No reenrollment for the next academic year will be informed to the parents.

Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

Procedure:

- The school expects all students to be in the respective classroom/form room by 7:30 a.m.
- All school gates except Gate No. 2 and Gate No. 6 The school gate will close at 7:30 a.m.
- The register will be taken at the start of the school day and any student not present at that time will be marked absent or late.
- An auto generated SMS/email is sent to parents of absent/late students.
- Any student reaching school after 7:30 a.m. is required to log in at the security with their individual ID
- Any student who has been given authorization to attend online must have their camera on and be visible throughout the lesson

Criteria for early dispersal:

- Students should belong to Year 13.
- Students are not allowed to miss out on any lesson including well-being, Arabic / Islamic, Life skills, Physical education, and Skills development program.
- Students should update the form with a recent photograph, updated timetable, and parent/guardian signature.
- Students should collect an early dispersal slip from the Deputy Head of KS-5 Pastoral every time they disperse early.
- Please note that early dispersal is not applicable to STS users.
- Please note that early dispersal is not applicable for the last period and short working hours on Friday.
- Early dispersal is not applicable to students who do not contribute to the community service program.
- Year 12 students cannot apply for early dispersal.
- Pre-approval of early dispersal from Assistant Principal is mandatory.

Monitoring and Evaluation:

The Pastoral Team will monitor and evaluate the effectiveness of the Attendance and Punctuality Policy alongside the Behaviour Policy annually. In case of any new legislation from UAE government and United Nation the policy should be amended in accordance with the national and international law set forth.



Attendance and Punctuality Policy Agreement:

Student name _____ Year _____ Section _____

As a student at **TWS (THE WESTMINSTER SCHOOL)** I acknowledge that I have read and agree with the Attendance and Punctuality Policy.

Student Signature _____ Date _____

I acknowledge that my son/daughter and I have read through and agree with the Attendance and Punctuality Policy and will instruct my child regarding the importance of following all the guidelines included in this policy.

Parent Signature _____ Date _____

