Ajyal International School - MBZ

ATTENDANCE AND PUNCTUALITY POLICY

Document control

This policy has been approved for operation within all Ajyal International School-MBZ.

Date of last review	
Date of next review	
Review period	2 Years

Contents

1   Introduction

1.1 The School Attendance Policy operates within the context of the School mission statement ADEK policy and guidelines. It is the aim of the School to support every student to have maximum attendance and thus to achieve their full academic and social potential through the school community. To realise this aim, the School will work in partnership with parents in offering students' academic and pastoral support.

1.2 The policy should be implemented alongside the ADEK guidance document 'School Attendance' and the School Behaviour Policy which sets out the protocols for the day to day management of behaviour, including attendance and punctuality.

2   Aims

2.1 To provide clear guidelines about how the School promotes and attains high levels of student attendance and punctuality.

2.2 To ensure that all stakeholders understand the School's expectations of themselves, and each other, and strive to attain them.

3   Definitions

3.1 'Session' is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon) divided by a break for which attendance must be recorded.

3.2 'Authorised absence' means that the School has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

3.3 'Unauthorised absence' is where the School is not satisfied with the reasons given for an absence and are non-compliant with ADEK attendance regulations.

4   Parental Duty

4.1 Corresponding to ADEK Policy (55) places a duty on parents to ensure children of compulsory school age are receiving efficient full-time education suitable to the child's age, ability and aptitude and to any special needs the child may have.

4.2 Per ADEK regulations parent must will make every effort for the student to attend school on time.

5   School commitment

5.1 Everyone in school is committed to promoting good attendance and punctuality.

5.2 All members of staff are made aware of how their role impacts on attendance and punctuality as well as the expectations of them in ensuring consistent application of the policy and the use of absence codes.

5.3 The School will support students and parents to achieve good attendance and punctuality, working closely with parents where absence is a cause for concern.

5.4 The School strives for 100% attendance for all students. The whole school attendance target is 97%. If a student achieves at least 97% attendance in one whole school year, they will have missed less than 5 days from school.

6 Responsibilities

6.1 **Ajyal International School-MBZ** will:

6.1.1 Devise and review the Attendance and Punctuality Policy.

6.1.2 Set and review for the level targets for Attendance and Punctuality as part of the School Annual Operating Statement, Strategic Plan and target setting process per ADEK guidelines.

6.1.3 Ensure that strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the School and are known by parents.

6.1.4 Review the effectiveness of the implementation of the policy in light of the School's termly and annual reports.

6.2 The **Principal** will:

6.3.1 Ensure the school ethos promotes and celebrates good attendance and punctuality.

6.3.2 Ensure strategies are in place to promote and implement the Attendance and Punctuality Policy throughout the School.

6.3.3 Monitor the school offer to ensure a delivery of a curriculum which is engaging and personalised to the needs of the students.

6.3.4 Monitor data on attendance and punctuality via reports from the Senior Leader responsible for attendance.

6.3.5 Determine, in collaboration with the Senior Leader responsible for attendance, whether to authorise any proposed absences requested on the School's official request form, or absences which have taken place for which no request was made/approved.

6.3 The **Senior Leader responsible for attendance** will:

6.4.1 Lead initiatives to promote the profile of attendance throughout the School.

6.4.2 With the support of the Pastoral Team, interrogate and analyse data on attendance and punctuality on a weekly, half-termly, termly and annual basis and prepare reports, as required, for the Pastoral Team, Senior Leadership Team and the Principal.

6.4.3 Oversee the arrangements for 'Pastoral Review Meetings' and quality assure the action plans devised.

6.4.4 Be aware of ADEK policy and ensure they are made aware of any students so that they can make a judgement on a case by case basis.

6.4.5 Be aware of the ADEK Code of Conduct for warning and reporting procedures.

6.4.6 Provide the Executive Senior Leadership Team with termly data on attendance and punctuality, including data about students who are persistent absentees and review practice in relation to attendance and punctuality.

6.5 The Attendance **Lead** will:

6.5.1 Monitor attendance on daily weekly, half-termly, termly and annual basis, contacting parents of students who have been identified as at-risk, to challenge absences and encourage early return to school.

6.5.2 Ensure data on attendance and punctuality is displayed in prominent places visible to students.

6.5.3 Where appropriate, contact parents and/or make a referral to the ADEK or Community police.

6.5.4 Issue appropriate sanctions to students for whom attendance and punctuality is a cause for concern.

6.5.5 Manage the arrangements for students who need to attend appointments during school time.

6.5.6 Work with the Senior Leader responsible for attendance to maintain an up to date Attendance Risk Register and Punctuality Risk Register of high risk students in designated year group.

6.5.7 Lead 'Pastoral Review Meetings' and develop an action plan involving the child, parent, and where appropriate other agencies for students whose attendance and/or punctuality falls below the expected level.

6.5.8 Co-ordinate the support plan for students returning to school after a prolonged absence.

6.5.9 Co-ordinate the collation of all the documentary evidence required by the school for issuing a penalty notice per ADEK guidelines.

6.6 Assistant Principals/Head of Years/Class Teachers responsible for registering morning and afternoon sessions will:

6.6.1 Provide regular advice, encouragement, challenge and support to the class as a whole and individually to students about the importance of regular attendance and punctuality using the data provided by the Administrative Team.

6.6.2 Ensure that the attendance register using Orison is taken at the start of the first session of the school day and once during the second session.

6.6.3 Ensure student's absence notes or verbal messages related to attendance and punctuality are provided to Administration Team/Pastoral Team.

6.6.4 Be alert and deal with any signs of disaffection which could result in poor attendance and punctuality and impact on learning and ensure this is reported and documented.

6.6.5 Identify absence trends or concerns and raise with the relevant member of Administration Team/Pastoral Team staff.

6.7 Administrative Staff will:

6.7.1 Monitor registration on a daily basis.

6.7.2 Be the first point of contact for parents and relevant school staff regarding student absence and appointments.

6.7.3 Collate and issue all attendance and punctuality data on a daily, weekly, half-termly, termly and annual basis to the Attendance Lead and Senior Leader Responsible for attendance.

6.7.4 Maintain a record of all applications for leave of absence during term time and requests for issuing penalty notice.

6.8 Parents will:

6.8.1 Be aware that it is an offence for their child to be absent from school without a valid reason.

6.8.2 Be aware that only the School can determine if an absence from school is 'authorised'.

6.8.3 Ensure their child arrives at school on time (before the attendance register is closed for the session), dressed in full uniform and ready and equipped to learn.

6.8.4 Inform the School if their child is unable to attend, including the reason for absence and the expected date of return.

6.8.5 Ensure that all appointments, where possible, are arranged after school.

6.8.6 Avoid arranging holidays/leave during term time except in exceptional circumstances.

6.8.7 Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form', where possible at least 10 days in advance.

6.8.8 Be aware that for many unauthorised absences, per ADEK policy will be reported to ADEK

6.8.9 Ensure their child attends all intervention programmes agreed by the School.

6.9 Students will:

6.9.1 Aim to achieve 100% attendance, arriving to school on time every day.

6.9.2 Come to school well prepared and with the right attitude; to enjoy and achieve.

6.9.3 Be proud of achieving excellent attendance and punctuality.

6.9.4 Be punctual to all lessons.

6.9.5 Ensure they are registered for all timetabled lessons and inform the relevant member of staff if they are not able to be registered.

6.9.6 Ensure all notes/appointment cards are passed to the relevant member of staff.

6.9.7 Speak to the appropriate member of staff if there are any problems that may affect attendance, punctuality and/or learning.

7   Registration

7.1 The School will ensure that an attendance register is taken at the start of the first session of the school day and once during the second session. In addition, all teaching staff must check that the students timetabled to be in their lessons are present for each session. On each occasion they must record whether every student is:

7.1.1 present;

7.1.2 attending an approved educational activity;

      7.1.3   absent; or

      7.1.4   Unable to attend due to exceptional circumstances.

7.2   Registers will be marked using the Orison system.

8   Appointments

8.1   All appointments, where possible, must be arranged after school.

8.2   Parents should provide advance notice by way of a medical card and/or letter for any time off school required for medical appointments.

8.3   Time away from school as a result of an appointment must be kept to a minimum – children should not be absent for the whole day/whole morning/whole afternoon.

8.4   The Attendance lead will manage appointments, keeping the Administrative Team and Senior Leader responsible for attendance informed of authorised appointments.

8.5   Students will not be allowed to leave the school during school hours unless they are collected by a parent or an authorised adult.

9   Absences

9.1   On the first day of absence parents should telephone the School Office before 9.00am to inform them of the reason for the student's absence and the likely duration of the absence. Personal or written communication to the School is also acceptable.

9.2   Where no information has been received by 10.00am on the first day of absence, the School will send an SMS to the parent of the absent student to enquire regarding the absence.

9.3   Parents are requested to send a note with the student upon their return after an absence, stating clearly the dates of absence and the reason. Failure to provide a written explanation following an absence may result in the absence being marked as unauthorised.

9.4   Absences for which satisfactory written explanations have not been received within five days of the student's return to school may be marked as unauthorised.

9.5   It is the responsibility of the administration, not the parent, to decide whether the absence is authorised or unauthorised. Such decisions will be made in accordance with ADEK regulations and guidance.

10   Attendance and absence data

10.1 For attendance over one whole school year for each student:

Attendance	Missed Days
100%	
98%	
97%	
95%	
90%	
85%	
80%	

11   Persistent absence

11.1   According to the Department for Education guidelines, a student will be considered as a persistent absentee if their attendance is 90% or lower (i.e. 10% or more sessions are missed).

11.2   The table below shows the absence sessions by half-term for persistent absence students:

11.3   Any student who is at the Persistent Absence threshold or at risk of moving towards that threshold is placed on the Attendance Risk Register and given priority for intervention.

12   Term time leave and holidays

12.1   Ajyal International School in compliance with ADEK prohibits the Principal of a school from granting leave of absence to a student, except where an advance application has been made by the parent and the Principal considers that there are exceptional circumstances relating to the application.

12.2   The leave of absence application must be made at least 10 days in advance by completing the 'Leave of Absence during Term Time Request Form'. The form is available at reception. Each case will be considered on merit, taking into account the individual facts and the exceptional circumstances.

12.3   For the purpose of defining 'exceptional circumstances' and as a guiding principle only, the Principal may consider if the reasons given for requesting leave are: rare, significant, unavoidable and short.

12.4   The following factors will also be taken into consideration when considering requests for leave of absence during term time:

   12.4.1   can the event for which leave of absence is requested be reasonably taken during school holidays;

   12.4.2   levels of attendance and unauthorised absence over the last 12 months;

   12.4.3   any leave of absence taken previously;

   12.4.4   whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines;

   12.4.5   Age and year group of the student.

12.5   The School will not consider the following to be exceptional circumstances:

   12.5.1   the availability of cheap holidays;

12.5.2   The availability of the desired accommodation;

12.5.3   An overlap at the beginning or end of the school term.

12.5.4   Shopping trips.

12.6   Where a leave of absence is granted, the Principal will decide the number of school days a child can be away from school and the agreed date of return to school.

12.7   Where a leave of absence is **not** granted or where the child fails to return to school by the agreed date, this absence is subjected to be marked as unauthorised and kept on the student's record in ESIS.

13   Managing absence/lateness: daily monitoring

13.1   Administrative Staff will:

13.1.1   Ensure that any student who arrives after the register has been taken signs in at the Reception Office.

13.1.2   Ensure the attendance register is updated with details of students who arrive late.

13.1.3   Ensure details of students and the reasons for the late arrival are communicated to the Assistant Principals/Class Teachers, the Attendance Officer/Head of Year and Senior Leader responsible for attendance.

13.1.4   Ensure accurate details are noted of parents contacting the School about their child's absence – including the reason for the absence and the length of likely absence.

13.1.5   Contact parents by SMS who fail to notify the School of their child's absence by 10:30 on the 1st day of absence, ensuring that any follow up action required as a result of the contact with the parent is flagged up to the Attendance lead and Senior Leader responsible for attendance.

13.1.6   Send a text to all parents of students arriving late to school, informing them of their child's failure to arrive on time.

13.1.7   Ensure no student is allowed to leave school for an appointment without the presence of a parent and appropriate school authorisation (e.g. slip).

13.1.8   Send a daily email to the Attendance Officer and the Senior Leader responsible for attendance providing the % level of attendance and punctuality each day and the cumulative attendance for the term.

13.2   The Attendance Officer/Head will:

13.2.1   Make follow-up phone calls to parents of absent students who have been identified as at-risk, to challenge absences and encourage early return to school.

13.2.2   Authorise appointments.

14   Managing absence/lateness: weekly monitoring

14.2   The Attendance Officer/Head of Year will review the weekly attendance and punctuality data and:

14.2.1   Issue an appropriate sanction to a student who has been late more than once (e.g. a detention) and inform parents if appropriate.

14.2.2   Contact parents by telephone to inform them of the School's concern regarding attendance or punctuality, particularly if there are patterns to absences or lateness.

14.2.3 Contact parents by telephone if their child's aggregate attendance for the year to-date falls below 97% for the first time. This excludes students who have an attendance below 97% for an authorised reason.

15   Responding to absence/lateness: half-termly monitoring

15.2 The Attendance Officer/Head, in liaison with the Senior Leader responsible for attendance, will:

15.2.1 Update the Attendance Risk Register as follows:

15.2.1.1 Students on 99-100% attendance are on level 1 *(no risk of Persistent Absence);*

15.2.1.2 Students on 97-98% attendance are on level 2 *(low risk of Persistent Absence);*

15.2.1.3 Students on 95-96% attendance are on level 3 *(moderate risk of Persistent Absence);*

15.2.1.4 Students on 93-94% attendance are on level 4 *(high risk of Persistent Absence);*

15.2.1.5 Students on attendance of below 93% are on level 5 *(high risk of Persistent Absence).*

15.2.2 Update the Punctuality Risk Register as follows:

15.2.2.1 Students with no latest in the previous half-term are on level 1;

15.2.2.2 Students with 1-6 latest in the previous half-term are on level 2;

15.2.2.3 Students with 7-10 latest in the previous half-term are on level 3;

15.2.2.4 Students with 11-15 latest in the previous half-term are on level 4;

15.2.2.5 Students with more than 15 latest in the previous half-term are on level 5.

15.2.3 Arrange a 'Pastoral Review Meeting' with students and parents for any students placed on Level 5 of the Attendance Risk Register or Punctuality Risk Register to:

15.2.3.1 discuss levels of authorised and unauthorised absences;

15.2.3.2 discuss punctuality levels;

15.2.3.3 discuss causes for the levels of absence and latest;

15.2.3.4 provide challenge and support to improve attendance and punctuality by the school, parent, student and where appropriate other external agencies;

      15.2.3.5 Set an action plan with achievable and realistic attendance and punctuality targets;

      15.2.3.6 Set a review date.

16   Managing absence/lateness: termly monitoring

16.1 The Administrative Team will:

    16.1.1 Produce termly attendance and punctuality data for the Senior Leader responsible for attendance on attendance by class and by student.

    16.1.2 Display termly data on attendance and punctuality in prominent place visible to students.

    16.1.3 Issue letters of concern to parents/carer of students with attendance below 93%.

    16.1.4 Issue letters of praise and celebration to parents/carer of students who achieve 100% attendance and punctuality.

16.2 The Attendance Officer/Head of Year will:

    16.2.1 Recognise, celebrate and reward students who achieve 100% attendance and punctuality each term in assemblies.

17   Responding to absence/lateness: annual monitoring

17.1 The Administrative Team will:

    17.1.1 Produce annual attendance and punctuality data for the Attendance Officer/Head of Year and the Senior Leader responsible for attendance on attendance by class and by student.

    17.1.2 Issue the Principal's Letter of Recognition for 100% attendance.

17.2 The Principal will:

    17.2.1 Provide the Governing Body with an Annual Report on attendance and punctuality, including data about students who are persistent absentees and leave of absence requests and their outcomes.

18   Re-integration of students following long term absence

18.1 The School recognises the key role it can play in ensuring successful reintegration of students returning after a prolonged period of absence, perhaps due to illness.

18.2 The School will work in partnership with parents and external agencies (if appropriate), to assist a smooth reintegration back into school; ensuring a flexible approach to meeting the student's needs.

18.3 All relevant staff will be informed of the child's circumstances and a member of staff will be nominated to oversee the student's return.

18.4   The student's peers will also be used to ensure they support the child's reintegration.

Leave of Absence During Term Time
2018- 2019 Request Form

Guidance Notes

– Please ensure this form is completed at least 10 days prior to requesting leave. Completing this form **does not** mean your request has been approved.

– Ajyal International School-MBZ may not grant any leave of absence during term time unless there are *exceptional circumstances (see below)*.

– If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.

– For such 'unauthorised' absence,

– *Exceptional Circumstances*: In considering whether any 'exceptional circumstances' apply, the Principal / administration will consider if the reasons are **rare**, **significant**, **unavoidable** and **short**. The Principal / Administration will also take into consideration the factors listed below:
  – can the event for which leave of absence is requested be reasonably taken during school holidays
  – levels of attendance and unauthorised absence over the last 12 months
  – any leave of absence taken previously
  – whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
  – age and year group of the student.

CHILD'S DETAILS

Surname		First Name	
Date of Birth		Year Group	
Address			

PARENT/GUARDIAN'S DETAILS

Surname		First Name	
Relationship to child			
Address (if different to above)			
Telephone no.		Mobile no.	
Email			

DETAILS OF REQUEST FOR LEAVE			
Date of Departure		Date of Return	
No. of School Days Absence		Destination	
Local emergency contact name		Emergency contact number	

Please provide details and reasons for requesting leave of absence and in particular any 'exceptional circumstances' If necessary, please provide any documentary evidence in support of your request.

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I certify that the information provided on this form is correct. I understand that the School reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.

Signature		Date	

– FOR COMPLETION BY THE SCHOOL –

Authorised	YES / NO		
ADEK percentage of absences			
Exceptional Circumstances			
Signature		Date	
Name		Position	