



Attendance & Punctuality Policy

A – Teaching Policies & Procedures

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The following policy has been written in line with the ADEK Student Administrative Affairs Policy

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.

| | 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 |

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.

Purpose

To set out BSAK & ADEK's expectations in relation to student attendance and ensure that we deal firmly and effectively with concerns relating to student attendance & punctuality.

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. The school is required by law to report student attendance to ADEK on a daily basis. (See Appendix 1 for a list of acceptable and unacceptable absences).

Start of the school day 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.

Planned Absence

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. 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. You will receive the following email response to requests for unauthorised absence.

Sickness / Unplanned Absence:

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 parents to keep the child off school for the day.

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| 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: (Nurses@britishschool.sch.ae) 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. |
| <u>Infectious illnesses (Health Authority directive)</u> 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 or other learning platforms 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, form time, assemblies and lessons they can miss out on learning opportunities and 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. 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/Carers 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. In circumstances where medical appointments are unavoidable during the school day, evidence of an appointment must be produced.

Attendance and Punctuality

School Procedures - Attendance

A register is taken at the start of the school day for Primary students and for every lesson for Secondary students. It is the Parent/carers' responsibility to inform school before the start of the school day, via the school portal, of the reasons for a student's absence. The school's Pastoral Receptionist will make contact with the parents of any student(s) whose absence is unauthorised as soon as possible during the morning, not exceeding 2 hours after registration closes.

Attendance is audited at the end of Term 1, at the 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. However if any issues or concerns arise prior to this 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 be contacted by the school.

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|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 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

If there are concerns about unauthorised absences during a term, it may lead to further action, including a meeting with parents and the class teacher to explore ways to improve attendance.

Late to school Post Registration

If a student arrives late to school, they are required to sign in at the reception. If lateness becomes a concern, parents may be contacted, and a meeting could be arranged to discuss the matter 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. If a medical note is not provided the absence will be marked as unauthorised from day 3, in line with ADEK's policy and procedures.

- 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).
- Official Community Task
- Taking part in an official public performance or competition
- On an approved educational visit or field trip.
- School approved Exam Leave.
- Mandatory appearance before an official body
- Issues with school buses arriving at school.
- To attend the funeral, of a first or second degree relative
- Government Approved school closure due to extreme weather
- Leave for medical or therapeutic reasons for students with additional learning needs

Unauthorised Absences

The following are examples of absences that cannot be deemed as 'authorised' (please note, this list is not exhaustive and other situations may apply):

- 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