

Attendance, Punctuality, Absence and Late Collection Policy

Reviewed: August 2023

Rationale

We believe that high levels of attendance and punctuality are fundamental if children are to achieve optimum progress and achievement and strive to meet the KHDA's outstanding expectation of 98% attendance for all our pupils. The school will maintain accurate daily attendance data for each student, including timely or late arrival to school and Parents/Guardians will make every effort to ensure that their children attend school every school day and arrive on time.

Basic requirements and responsibilities in relation to students' attendance at School are as follows and reflected in the School's attendance policy:

- Students are expected to attend School on every school day as specified in the School calendar.
- Students shall arrive at School punctually every day, attend morning registration, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every day and every lesson in the senior school.
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly by emailing the child's form tutor or informing the school receptionist. Parents/Guardians must cite the reason for absence in this email or phone call.
- Students are responsible for completing assignments missed during their absence within their own time.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- If students need to be absent from school for a particular day, Parents/Guardians must inform the School accordingly.
- All pre-planned absences **must be approved by the Senior Leadership Team**. Once approved, reception staff will be informed and it will be recorded on iSAMS to make form tutors and other teachers aware. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.

Authorised Absence

If an absence is authorised by the Senior Leadership Team, the student has the right to make up the work and tests that were missed. The following types of absence may be regarded as authorised when confirmed by an email from Parents/Guardians or by way of an official document:

- Illness
- Death of first or second degree relative
- Scheduled doctor appointments
- Official community task
- Mandatory appearance before an official body
- Essential urgent family travel for matters such as medical treatment or the death of a family member

School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog). Parents/Guardians who plan to have their children miss several days of school are required to notify

the school **at least ten days before** the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

Unauthorised Absence

The following types of absences are to be regarded as unauthorised:

1. Unnecessary travel – e.g. shopping trips
2. Illness that is three days or longer without a medical note
3. No reason given/not answering the phone when contacted by school
4. Other types of absences not included in the authorised absences list

Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation. Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Persistent Lateness and/or Absence

Tackling persistent issues such as these takes a teacher's focus away from the children and onto administration and "catching up" with a child when they return to school. Repton Al Barsha will deal with persistent lateness or absence as follows:

1. Written Warning Email

After 3 days (prolonged absence), the Class Teacher/Tutor emails the parents to check welfare of child and this is recorded on CPOMS.

2. Written Letter

After 2 further instances of prolonged absence, a Parent Letter is written by Head of Year. This is recorded on CPOMS.

3. Deputy Headteacher Letter

After 2 further instances, the Assistant Headteacher writes a letter to the Parents. Parents are invited in for a meeting. This is recorded on CPOMS.

4. Headteacher Letter

After 2 further instances, Parents are invited in for urgent meeting with the headteacher and the DSL as it will potentially be treated as a child protection case. Monthly meetings will be set up with parents to monitor the students' attendance. This is recorded on CPOMS.

Expulsion / Re-registration

If a child is a persistent absentee and has more than 10% absence (The KHDA notes 92% as an unsatisfactory attendance expectation; 14 days absence) or the equivalent number of hours due to lateness, the school reserves the right to prevent re-registration. Alternatively, the student may not be permitted to progress to the next year group. Parents will have received 2 warning letters at least one month apart prior to this action.

If there is a need for further escalation of response, the School shall inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.

If the student fails to modify his or her attendance in accordance with the requirements of the School, the School has the right to apply to the KHDA to transfer the student to another School or to permanently exclude the student concerned. In making an application to the KHDA, the School shall include evidence that all the above stages have been followed.

Late Collection Policy

- Repton Al Barsha understands that on occasion, parents may be held up by unusually heavy traffic or by rare emergency situations. We therefore allow a discretionary period of 20 minutes for parents to collect their child late **on these rare occasions**.
- After 15 minutes of late collection, children are taken from their classrooms to the main reception and then will be taken to a second floor Senior Leadership office. This allows the Class Teacher to go to meetings, plan, prepare and assess for their class whilst late children are safely supervised.
- EYFS children who are collected late after **2:30pm**, will be supervised in the FS reception until collected. If parents have still not arrived by **3:30pm**, children will be brought across to the main reception to wait with the member of SLT staff on duty.
- Reception will call parents during this time and the situation will be logged formally on the late collection register - please see below.
- The same arrangement applies at **3:50pm**, the end of the normal school day, and also **4:50pm**, when ASAs and ECAs are completed. **Teachers must remain with the children in their ASA, until they are collected.**

Repton Al Barsha will deal with persistent late collection as follows:

1. Written Warning

After 3 occasions of lateness, the Class Teacher/ Tutor will email the parents to address the issue. This is recorded on CPOMS.

2. Written Letter

After 3 further instances (after the email from the CT/T), a Parent Letter is written by Head of Year. This is recorded on CPOMS.

3. Deputy Headteacher Letter

After 3 further instances, the Assistant Headteacher writes a letter to the Parents. Parents are invited in for a meeting. This is recorded on CPOMS.

4. Principal Letter

After 3 further instances, Parents are invited in for urgent meeting and the Designated Safeguarding Lead is informed as it could potentially be treated as a **child protection case**. This is recorded on CPOMS.



Summary

As a school, we wish to work with parents to ensure that the Repton Al Barsha community promotes the high levels of attendance and punctuality needed to safeguard the welfare and development of the pupils in our care.

Date Reviewed: September 2023 (BF)

Review Date: September 2024



REPTON AL BARSHA

PO.Box 391984 • Al Barsha • Dubai • United Arab Emirates
+97148188600 • info@reptonalbarsha.org • www.reptonalbarsha.org