



Attendance Policy and Procedures

Company: Star International School 24b Street Mirdif Dubai	Effective Date : 18.10.2018 Revision Due Date : 19.10.2020 First Edition Date : 18.10.2016 Edition No: 1
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Introduction

We believe that good attendance and punctuality are vital for high attainment, outstanding progress and ensuring the best life chances of our pupils. If they are to gain the most from their education, they need to attend school every day, on time, unless the reason for the absence is unavoidable. This policy sets out how we will work together to achieve this.

Promoting good attendance and punctuality

To ensure our pupils attend school regularly, and on time, we will:

- make attendance and punctuality a priority for everyone in our school community.
- report to parents at least termly on their child's attendance and punctuality.
- celebrate and reward good or improving attendance and punctuality.
- put reminders in newsletters and raise the importance of regular attendance and punctuality at induction meetings.
- contact parents when their child's attendance or punctuality gives cause for concern.
- set targets to improve whole-school and individual attendance.

Our target is to achieve an overall attendance figure of 98%, which is rated as outstanding by the KHDA.

Understanding types of absence

Authorised absences

An absence is classified as authorised when a pupil is away from school for a legitimate reason and the parent has written a note or telephoned the school to explain the absence.

Examples of authorised absence include:

- illness
- medical or dental appointments which unavoidably fall in school time
- emergencies

Unauthorised absences

An absence is classified as unauthorised if a pupil is away from school without good reason.

Examples of unauthorised absence include:

- absences which have not been properly explained
- children being kept off school unnecessarily
- shopping trips
- looking after other children
- birthdays
- day trips and holidays in term time which have not been approved by the Principal

Absence procedures

When a pupil is absent from school the following procedures will be implemented:

- Any verbal messages received will be passed onto the class teacher and receptionist and recorded in the register.

- If no message has been received, the receptionist will telephone or text parents on the first day of absence.
- If no explanation has been received on the pupil's return to school, the receptionist will follow-up the absence with parents.
- If no explanation is obtained, a 'Reason for absence' letter will be sent to parents.
- If there is still no response, parents will be invited to attend a meeting with the Year Leader or a member of SLT.

Regular patterns of absence, whether authorised or unauthorised, should be picked up by the class teacher and designated person and brought to the attention of the SLT.

If a pupil's attendance falls below 92%, a letter will be sent to parents informing them of their child's attendance record and reminding them of the school's policy and expectations. This letter will identify that improvement in attendance needs to be visible for the next six week block in school.

If the pupil's attendance does not improve after this six week block, parents will be invited to attend a meeting with the Phase Leader or SLT to establish the circumstances and draw up an attendance contract.

If persistent absence continues, the school reserves the right not to authorise any further absence without the support of a medical certificate and, with the approval of the KHDA to retain the pupil in their current year group for the next academic year.

Punctuality

If a pupil arrives late to school, they miss out on the important learning that takes place at the start of the day. This in turn disrupts lessons and can cause unnecessary embarrassment for the child.

Pupils are expected to arrive at school between 7.40am and 7.55am. Registers are taken at 7.55am and close at 8.10am. Any pupil arriving after this time will be marked as late. A late book is kept at Reception and pupils arriving late must be signed in by a parent or adult and a reason for the lateness given.

If a pupil is regularly late for school a letter will be sent to parents informing them of the number of times their child has arrived late and reminding them of the school's policy and expectations.

If the lateness persists, parents will be invited to attend a meeting with the Year or Phase Leader to discuss ways in which the school can support the family in getting their child to school on time.

Requests for leave of absence

Requests for leave of absence during term time must be made in advance to the Principal. Forms are available from Reception or can be downloaded from the school's website.

Leave of absence is given at the discretion of the school and all requests will be considered on an individual basis. The school's decision will take account of the reason for the absence, the pupil's attendance record and the timing and duration of the leave.

Leave will not be authorised by the school at the following times:

- At the start of the academic year
- During and immediately prior to assessment weeks
- When a pupil's attendance record is below 92%

In accordance with the KHDA guidelines, the school reserves the right to hold pupils back in their current year group if they have been absent for more than 21 consecutive days or 30 non-consecutive days.

Roles and responsibilities

Pupils

- To attend school regularly and arrive on time.
- To speak to their parents or class teacher if something happens which affects them wanting to come to school.
- To go to bed early and get up for school on time.

Parents

- To ensure their child attends school regularly and arrives on time.
- To contact the school on the first day of absence.
- To avoid taking holidays during term time.
- To apply in advance for leave of absence using the appropriate form.
- To provide the school with up-to-date contact details and telephone numbers.

Teachers

- To keep an accurate attendance register.
- To be aware of factors that might affect a pupil's attendance.
- To reward and praise pupils for improved attendance and punctuality.
- To monitor pupil absence and lateness and inform the SLT when it gives cause for concern.

Senior Leadership Team

- To have a designated person with responsibilities for attendance.
- To inform parents of the school's policy and procedures.
- To monitor attendance and develop policies and practices to ensure the target of 98% attendance is met.
- To intervene early when individual pupil absence or lateness gives cause for concern.

Designated Person

- To monitor pupils arriving late and update registers accordingly.
- To identify pupils who are absent and contact parents on the first day of absence if a reason has not been provided.
- To forward messages regarding absence to class teachers.
- To monitor registers and inform staff of any discrepancies.
- To regularly monitor individual, class and whole school attendance and punctuality and report this information to the SLT.
- To issue letters to parents regarding attendance and punctuality.
- To produce attendance figures for mid-year and end-of-year reports.

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