

Attendance Policy

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Lead Professional	Greg de Souza
Signature	G de Souza
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Attendance Policy

Rationale and Purpose

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career. **This is true for those students in face to face learning and distance learning.**

Policy Statement

Our academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy and to lessons on time. We strive for attendance that is consistently outstanding for all year groups.

Outstanding - 98% and above

Very Good- 96%

Good - 94%

Acceptable - 92%

Weak- below 92%

Very Weak- below 90%

Parental Agreement

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

- Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.
- Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year.

Attendance procedures

Start of the School Day

All students who are attending face to face lessons are recommended to be in school from 7.30am ready for the National Anthem **at 7:45am. The gate your child enters from will be open until 7:45am. Any students arriving after this will have to arrive through the main entrance (Gate A).** This will be open until 8:00am, after this time you will have to press for entry.

Morning and Afternoon Registrations

At 7:47am the register will be closed by the Class Teacher on Engage.

Students arriving late to school after 7.47am will be marked as late to school.

The Admin team will contact parents via a phone call on the first day if recorded absent unauthorised. All absence details are recorded (illness, medical appointment, etc.) on CPOMS

Between 12:00pm and 12:30pm the afternoon register is taken by the Class Teacher on Engage. Children at this point should either be present, absent unauthorised or absent illness. If the admin team change their attendance it will be changed for the whole day so no need to amend.

Registration Codes

All children will be registered either as present if in class or unauthorised absence by the class teacher at 7.47am.

Children who arrive between 7.47am and 8:00am will be marked as late. Children who arrive after 8:00 will be marked late register closed.

If the computer systems are down, those taking registration should use a class list to record attendance/absence and hand the list to the Admin team. They will enter the information at the earliest opportunity.

If the class teacher is absent the class will be registered by another member of staff.

Late Arrival to school

Once children have been late to school 3 times within the half term, an email will be sent from the admin team, copying in the teacher and Year Group Leader into the email, (Appendix 1A).

If there are a further 3 late arrivals after this email, a letter will be sent by the Year Group Leader, (Appendix 1B). Admin team will notify Year Group Leaders when children have been late 6 times within the term.

If there are a further 3 late arrivals within the half term, the year group leader/Phase leader will liaise with the Assistant Principal, who will organise a meeting with the family and record on engage.

If further late arrivals persist, a meeting with Assistant Principal/Principal will take place and record on engage, with a possible support plan for families. However, it could affect their reenrolment at the end of the school year.

If there is adverse weather, for example heavy rain or fog, we will contact families to inform of the alteration of late arrivals to school.

End of the School Day

The end of the school day varies for students:

- 2.10pm - Nursery & FS2
- 2.20pm - Years 1-3
- 2.20pm - Years 4-6

Many students also take part in our Extra-Curricular Activities (ECA) provision under the supervision of a member of staff. All ECAs finish at 3.15pm and the teacher responsible for the ECA will remain with the students and call parents if necessary. If parents are taking a long time to collect their child then a member of SLT will assume responsibility. If they are late more than twice then their ECA place can be revoked.

Early Departure from the Academy

Early departure from the Academy is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours. Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too. If the child usually uses the bus service to go home, it is the parent's responsibility to contact the bus company to inform they will not be using the service.

If a parent wishes to collect their child early, the following procedure will need to be followed: Parents to email 24 hours in advance to reception@almunaacademy.sch.ae and the class teacher. They need to inform of the date, time and reason for early collection. The class teacher will ensure the child is ready in reception for this time. Admin will record any early collection on CPOMS

If a parent comes to collect a child without emailing, they will be asked to fill out a form which will be taken to the appropriate Assistant Principal to sign and then collect the child, (Appendix 2B).

If a child has been collected early 3 times in the term. An email will be sent by the admin team, (Appendix 2C).

If there is a further 3 early collections, the admin team will inform the Year Group Leader and they will send a letter, (Appendix 2D).

If there is a pattern of early collections that continue, the admin team will inform the Year Group Leader/Phase Leader and they will liaise with the Assistant Principal to organise a meeting and possible support plan in place.

Late Collection

Once the school day is completed for pupils, staff then use the time to plan, prepare and assess for future lessons, as well as lead ECAs on certain days.

Children should be collected at 2:10pm in Foundation Stage and 2:20pm in Year 1 to 6. If a child is not collected by 2:30pm, this will be recorded in the file at reception by the class teacher. Class teachers are to monitor the number of late collections on CPOMS

Once children have been collected late 3 times within the term, an email will be sent from the class teacher and copy in the Year Group Leader into the email, (Appendix 3B).

If there are a further 3 late collections after this email, a letter will be sent by the Year Group Leader, (Appendix 3C). The class teacher should inform the Year Group Leader when this is needed.

If late collections continue, the Year Group Leader/Phase Leader is to liaise with the Assistant Principal to meet with the family and record on CPOMS.

If a child is collected at least 10 minutes late from an ECA, the ECA teacher will speak to the adult collecting and record on CPOMS. If the adult is a nanny/driver, they will also email the family to ensure they are informed, (Appendix 3D).

If a child is collected late 2 times from an ECA the family will be informed that they are no longer able to attend this ECA by phone call and email copying the class teacher in the email, (Appendix 3E).

Planned Absence

Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.

Medical appointments for example should happen outside of school hours.

Applications for absence should be submitted either by hand or email to reception, reception@almunaacademy.sch.ae. These will then be forwarded or scanned to be emailed to the appropriate Assistant Principal.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. As we are an International school in the UAE, we are tolerant and respectful to all religions, we have the Islamic holidays which may take place during the academic year such as Eid where the school will be closed. We are also able to authorise absence for other religious days throughout the year such as Diwali, Good Friday and range of other religious holy days. The Academy will evaluate all other requests on a case-by-case basis such as pilgrimages.

Please note, the Academy **does not** authorise holiday during term time.

Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.

If there is an extended leave of absence (2 or more days) required, an application letter (Appendix 4A) can be collected from reception or emailing reception@almunaacademy.sch.ae

Absence due to Illness

If the reason for a student's absence is illness, they should be kept at home until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease. Communication from families by email to the class teacher and reception@almunaacademy.sch.ae, before 7:30am. During this Covid period, if your child is showing any symptoms keep your child at home and they will need a covid test with a negative result before returning to school.

Class teacher/reception must forward this email to the nurse if they suspect Covid symptoms or if there is any illness they have concerns about.

This must be followed up by an email/hard copy of the HAAD sick note if the absence is more than one day.

Non-participation PE and Swimming letters

PE and swimming are important subjects. Parents are asked to supply a letter from a medical practitioner explaining the reason a child cannot participate to the nurse nurse@almunaacademy.sch.ae. The nurse will communicate this with the class teacher and the swimming/PE teacher. If this is an on-going problem a care plan must be written with the parent and school nurse.

Monitoring of patterns and repeated absence

	The class teacher will monitor daily attendance and alert the Year Group Leader if attendance becomes a cause for concern. Fortnightly attendance results come out to class teachers.
98%+	Excellent attendance - meeting school expectations.
97% 5 days	Email 1- Admin team will email on behalf of Class teacher to parents if pattern of absence is occurring and recorded on CPOMS. (Appendix 5A)
95% 9 days	Email 2 sent by the Class Teacher/Head of Year and a meeting requested with the family and class teacher to discuss attendance.
94% 11 days	Meeting with Phase Leader and class teacher, and recorded on CPOMS. Phase Leader to organise the meeting.
92% 15 days	Meeting with Assistant Principal and class teacher. Meeting arranged for a Attendance Plan to be agreed and signed by students and parents. If the Attendance plan is not followed, and attendance does not improve, the case will be submitted to ADEK and student places may be withdrawn.

The Admin team will monitor unauthorised absence percentages weekly and flag any

unauthorised attendance and cumulative attendance to the appropriate Year Group Leader and Phase Leader.

Attendance will be reported to parents recorded on children's school reports. In addition to this, an attendance dashboard is accessible to parents on the Portal.

If punctuality does not improve, the Principal may, in consultation with ADEK, ask the parent to remove their child from the school roll or they will not be put through for reenrolment.

Rewards for Attendance

We want to ensure that we reward children who have outstanding attendance within the school. Rewards for both individual children and classes will be given throughout the year.

There will be a termly recognition for children with both outstanding attendance (98% and above) and children with 100% attendance. There will also be a final reward at the end of the year for children who have had 100% attendance across the whole academic year.

Class attendance is monitored weekly and appropriate rewards will be given out in each year group and throughout the whole school.