



# ATTENDANCE & PUNCTUALITY POLICY

## 2024-25

**Principal: Ms. Sadia Wajid**

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## Introduction

As a school we know that a full and efficient educational experience can only be achieved by supporting and promoting excellent school attendance for all. This policy details the vital role that both school staff and parents/carers play in always ensuring good attendance and punctuality, and the processes in which to achieve this.

## 1. Statement of Intent

- 1.1 Al Sadiq Islamic English School is committed to providing a full and efficient educational experience to all students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. The school will employ a wide range of strategies to do all it can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority
- 1.2 It is a fundamental ethos of the school to celebrate success and achievement. Excellent attendance and punctuality are fundamental to a productive and successful education and career. The school will actively promote and encourage 100% attendance by all our students
- 1.3 Parents and carers have a vital role, as well as a legal responsibility to ensure good attendance. The school will give high priority to develop effective links and convey to parents, carers and students the importance of regular and punctual attendance
- 1.4 The need to work in partnership with parents and carers is essential and it will be the responsibility of school leadership and administration to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times
- 1.5 Al Sadiq Islamic English School is committed to promoting race, disability and gender equality within all practices and procedures related to attendance and punctuality
- 1.6 It is only the Principal, Vice-Principal and Heads of Primary/Secondary who can authorise absence

## 2. Principles

### **Al Sadiq Islamic English School will:**

- 2.1 Ensure that all staff are aware of the roll call/registration procedures and receive appropriate professional development with regard to these
- 2.2 Complete registration accurately at the beginning of each lesson, including form time every morning
- 2.3 Stress to parents/carers the importance of contacting the school on the first day of absence, and provide effective mechanisms for them to contact the school
- 2.4 Promote the importance that full attendance and punctuality play in achieving the best possible educational outcomes
- 2.5 Through consultation days and reporting systems, ensure that parents, carers and students are made aware of the attendance pattern and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance
- 2.6 Work towards ensuring that all students feel supported and valued
- 2.7 Support students who have difficulty accessing education through the work of the school support system including administration, supervisors and the Head of Inclusion
- 2.8 Actively promote and encourage 100% attendance

### **Parents/Carers will:**

- 2.9 Actively promote and encourage 100% attendance
- 2.10 Contact the school whenever the student is absent on the first day and on each day after, of absence
- 2.11 Provide proof of medical appointments and medical treatment if required to do so by the school
- 2.12 Avoid removing their child during the school day

### **3. Procedures for recording Attendance, Absence & Punctuality**

- 3.1 The recording of attendance and absence at the start of each session is known as Registration. This is undertaken within the first 5 minutes of every lesson
- 3.2 This Registration is taken on Orison
- 3.3 All subject teachers and form tutors (during form time) will undertake the recording of attendance and absence. Staff will be reminded of their duty to complete and submit registration at the appropriate time. No student will undertake the process at any stage
- 3.4 Parents/Carers and students should be aware of the school times to ensure punctuality
- 3.5 Students regularly arriving to school late may incur appropriate sanctions, including detention. Parents/Carers will be contacted to discuss the matter further (Tardiness pyramid)
- 3.6 The school will provide a dedicated telephone facility to enable parents/carers to effectively communicate an absence
- 3.7 When a student is sick whilst at the school, they are to report to the School Clinic and/or the relevant Administration Office or other authorised staff (supervisors) within the school who will contact Parents/Carers to confirm that the student may leave the school site
- 3.8 Prior to leaving the school site, all students must report to reception and be officially signed out. If Parents/Carers are unable to collect their child and they are of secondary school age (11 and above) and have given verbal permission for the student to leave the school, they will be issued with an exit pass which confirms the student has permission to leave the site. This requires the Parents/Carers to contact the relevant administration office as soon as the student arrives home

### **4. Strategies for improving Attendance & Punctuality**

- 4.1 The supervisors responsible for leading attendance in each section will meet regularly with relevant staff and make them aware of significant attendance trends and patterns and seek their support to address any issues with students, parents/carers and other stakeholders. This may include other pastoral staff, teachers, heads of department/section, senior leadership team and other staff as appropriate
- 4.2 Attendance, punctuality and its impact on learning and progress will be a key area for discussion between teachers and parents/carers during parent-teacher consultation days
- 4.3 A range of positive strategies will be used to reward individual students and groups for outstanding and/or improved attendance
- 4.4 A student is mapped to any one of the zones mentioned in the attendance chart on the last page. The chart also indicates the actions that would be taken for students in the various zones. Students will be encouraged to move up the pyramid zone by the staff and the well-being supervisors.
- 4.5 Regular attendance meetings will be held between individuals and section supervisors
- 4.6 Student attendance data may be shared with Parents/Carers, KHDA, Police, DSIB and other official authorities

### **5. Absence of Leave during Term Time**

- 5.1 The school is not at liberty to grant any leave of absence during term time unless there are very exceptional circumstances. These could include but are not limited to service personnel returning from tour of duty, absence of leave recommended by a health professional as part of a parent's or the child's rehabilitation, the death or terminal illness of a person close to the family, to attend a wedding or funeral of a person close to the family
- 5.2 Applications for Leave of Absence must be made in writing to the Head of Primary/Secondary or the class teacher who will then forward it to the concerned staff for action and update. The Principal of the school will make the decision of acceptance or refusal for long leave or leave in extraordinary circumstances. The school can take into account the student's previous record of attendance into account. The fundamental principles for defining 'exceptional' are 'rare, significant, unavoidable and short.'

## 6. Monitoring and Evaluation

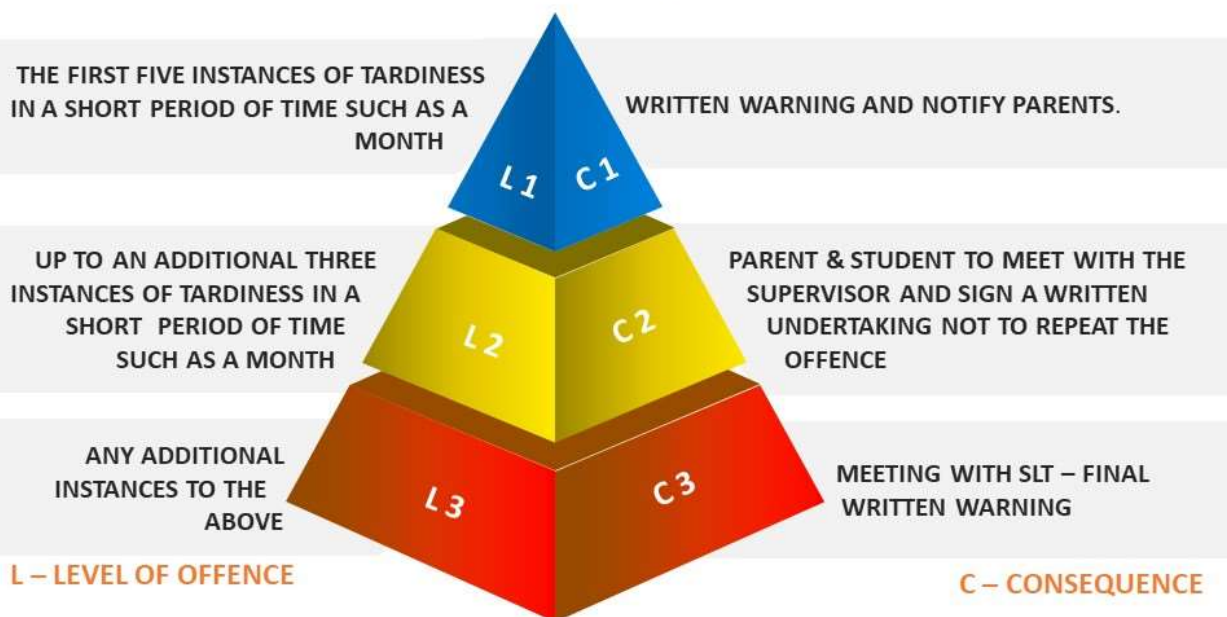
- 6.1 School attendance data will be published for consideration at every governors' meeting
- 6.2 Attendance Data will be produced regularly and distributed to the senior leadership team to enable interventions to occur.
- 6.3 The relevant senior leader and pastoral support staff within each school will be responsible for monitoring attendance in their section
- 6.4 The Principal has responsibility for the attendance figures, and actions to improve attendance within their school
- 6.5 A designated Principal/Senior Leader has overall responsibility for the publication and monitoring of the attendance data for the whole school



# Tardiness



## *Actions & Consequences*



Tardiness refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day. Continuous instances of tardiness through the year may result in refusal to re-enroll the student in the following year.

# ATTENDANCE

We aim for **100%** attendance

## DSIB EXPECTATIONS

- 98% - **Outstanding**
- 96% - **Very Good**
- 94% - **Good**
- 92% - **Acceptable**
- Less than 92% - **Weak**
- Less than 90% - **Very Weak**



**LESS THAN 80% ANNUALLY MAY LEAD TO NON-REGISTRATION FOR THE NEXT ACADEMIC YEAR**