



ATHENA EDUCATION
For Social Grace



ATTENDANCE POLICY

2022-23

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 recognizes 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/ Guardians have a vital role, as well as a legal responsibility to ensure good attendance. The school will give high priority to developing effective links and convey to parents/guardians and students the importance of regular and punctual attendance
- 1.4 The need to work in partnership with parents and guardians 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. The school adopts a clearly focused approach aimed at encouraging 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 Schools who can authorize absence

2. Guiding 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/guardians, 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, guardians 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/Guardians 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/Guardians and students should be aware of the school times to ensure punctuality
- 3.5 Students regularly arriving at school late may incur appropriate sanctions, including detention. Parents/Guardians will be contacted to discuss the matter further
- 3.6 The school will provide a dedicated telephone facility to enable parents/guardians 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 authorized staff (Supervisors) within the school who will contact Parents/ 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/Guardians 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/Guardians 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/guardians, 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/guardians 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 Regular attendance meetings will be held between individuals and section supervisors
- 4.5 Student attendance data may be shared with Parents/Guardians, KHDA, Police, DSIB and other official authorities
- 4.6 A student is deemed to be a PA (Persistent Absentee) if their attendance falls below 90%. The school will consider students below 95% at risk. Students who fall into either of these categories will be monitored by the administration and supervisory teams

5. Leave of Absence 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 School Principal. The Principal will make the decision of acceptance or refusal. The school can take the student's previous record of attendance into account.

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

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 overall responsibility for the attendance rate, and actions to improve attendance within their school

6.5 The Principal or designated Senior Leader has overall responsibility for the publication and monitoring of the attendance data for the whole school