

Ref. Ind: DES/2018/19/152

Wednesday 6th February 2019

Updates Regarding New Absence Procedures

Dear Parents,

Recently, we have reviewed our procedures and guidelines for attendance and absence and how this is monitored and reported between home and school.

Starting February 17th 2019, we would very much appreciate your support in following the steps below in order to streamline and make our guidelines more effective.

If your child is sick, you must email the attendance officers for either campus before 7am on desattendanceofficer@gpschools.qa notifying schools of any absences for your child/ren on a daily basis. Please include your child's name and class/tutor group.

Should you not have access to email, please telephone the school **Primary Campus on 40149295** or the **Secondary Campus on 40142133** and leave a message with one of our receptionists. They will relay all information to the attendance officers and staff. For any medical absences, please attach a copy of the medical certificate.

If you are applying for family leave or extended leave of any kind, please email your **request** to the attendance officers using the email address above.

All requests for leave will be forwarded to the Heads of Primary and or Secondary who will look at each case individually and approve up to a **maximum of 10 schools days only within each academic year**. Approval will be given in **exceptional circumstances**.

All leave of absence requests must be submitted for approval prior to the date of absence unless this is a result of an emergency situation. Both the Primary and Secondary Heads will respond via email to parents and confirm or follow up all requests.

For any unexplained absences, our attendance officer will call you before 9:30am to attain the reason for the absence. **Any unexplained absences will be marked as unauthorised.**

Patterns of absence will be monitored and when necessary, meetings will be arranged with parents to address absence issues affecting progress and attainment with a view to how we can support increased attendance of your children in school.

Please remember that absence during school time could have a negative impact on your child/ren's progress and attainment.

Also attached is the flow chart outlining the steps to be taken in school to follow up attendance and absence concerns.

Thank you for your support and cooperation with the new procedures.

Kind regards,



Mrs S. Lewkowicz
Head of Primary



Mrs S. Huntington
Head of Secondary

Attendance Procedure Flow Chart for Staff 2019

Parents must email the attendance officer before 7AM on desattendanceofficer@gpschools.qa notifying school of any absences for their children on a daily basis.

