

Dukhan English School



# ATTENDANCE POLICY

Date agreed by Senior Leadership Team

August 2017

Date of next Review:

May 2019

Member of Staff Responsible for the Policy

Principal

# ATTENDANCE POLICY

## Purpose

There is a clear link between poor attendance at school and lower academic achievement. This policy aims to provide an effective and efficient system for monitoring attendance and punctuality, and to encourage students to take full advantage of their educational opportunities by attending school regularly.

## Policy

### PUNCTUALITY

- Students are expected to be in school, fully prepared for the school day, by 6.55 am and to register with their Class Teacher / Form Tutor at 7.00 am.
- If students arrive after the register has been taken they must sign in at Reception.
- Students who arrive after 7.30 am must bring a note from their parents explaining their late arrival. If no note is received, this becomes an unauthorised absence.
- Persistent offenders will be referred to the Year Group Leader / Head of Year for further action and parents will be notified accordingly.

### ATTENDANCE

- Form tutors / Class Teachers take an attendance register at 7.00 am daily, using SIMS Lesson Monitor. Additionally, in Secondary, class teachers record the class attendance for each lesson.
- Parents are expected to telephone the school before 7.00am to explain all absences.
- The school will contact parents if students have failed to arrive by 9.15 am and notice of their absence has not been received. Parents of poor attenders may be called sooner.
- Authorisation of absence in most circumstances requires a written note from parents; parents may use the study planner (Secondary), home and school communication book (Primary) for this purpose.
- The school will follow up all unauthorised absences with a phone call and/or a letter home.
- Persistent absence is reported to the Year Group Leader / Head of Year for further action.
- The parents of students who do not achieve 96% attendance by the end of the term are informed of this by letter, with a printout detailing their child's attendance.
- When attendance continues to fall, the school invites parents for a meeting to address the problem.
- Students with 100% attendance will receive certificates.
- Attendance reports are issued to parents with profiles and with monitoring sheets.
- In cases of chronic absence, a student's place at the school may be withdrawn at the Principal's discretion.

## **LONG TERM ABSENCE**

- When students are absent, or likely to be absent, for more than one week on medical grounds, work is set and marked by staff. On return to school, the student is fully supported. The Year Group Leader / Head of Year organises and oversees this.
- In cases where extensive absence is accrued through intermittent medical absence, work is set and marked by staff.
- Permission for family holidays, public performances and productions outside of school must be sought in writing from the Principal.
- Family holidays are not normally authorized; parents are strongly encouraged to support their child's learning by taking their annual leave outside of term time.

## **FAMILY HOLIDAYS**

- Parents are strongly encouraged to support their child's learning by taking their annual leave outside of term time. QP is supportive of our drive for good attendance, and will support applications for split leave, to ensure holidays can fall outside term time.
- Permission for any family holiday must be sought in writing from the Principal, using the Student Leave Request Form (Appendix 1). A minimum of 2 weeks' notice should be given.
- Only in exceptional circumstances will an annual family holiday be authorised, upto 10 school days.
- Extended absence for any students in examinations years (Y10 – Y13) will be particularly detrimental to the students' studies. Any requests for family holidays for students in these years will not be approved for students in Years 10 – 13, and will be recorded as unauthorised absence.

## **MONITORING ABSENCE:**

- Class Teachers / Form Tutors monitor attendance of students in their form/class and refer any attendance concerns to their Year Group Leader / Head of Year.
- Year Group Leaders / Heads of Year monitor known poor attenders.
- Year Group Leaders / Heads of Year monitor known students with persistent absence and take appropriate action, meeting with and counselling students, inviting parents to meetings, drawing up joint action plans for improvement.
- If a student's poor attendance seriously undermines his/her academic achievement, the Principal may decide to implement one of the options below:
  - The student may be required to repeat the year
  - The student (Secondary) may not be entered for external examinations
  - The student may be permanently excluded from the school

## **Appendix 1**

### **Attached Student Leave Request Form**



## Student Leave Request Form

In exceptional circumstances, a leave request can be made to the Principal.

One request in an academic year of up to 10 school days.

This Leave Request Form must be submitted 2 weeks prior to leave request date.

Form to be completed online or hard copy:

On line submission to: Staff Number 36662 (Mrs Sivaraman, Principal's PA)

Hard copy submission to: School Office

Parent Staff Number:			Principal's Comment
Please state the exceptional circumstances for requesting leave during term time:			
Dates for leave request:	From:	To:	
Number of school days:			
Date of return to school:			
Details of child(ren):	Name:		
	Class or Tutor Group:		
	Name:		
	Class or Tutor Group:		
	Name:		
	Class or Tutor Group:		
	Name:		
	Class or Tutor Group:		