



Nurture
Lifelong
Learning

Attendance and Lateness Policy

Rationale

Regular and punctual school attendance is important. Children who are persistently late or absent from school soon fall behind and frequently develop large gaps in their learning, which will impact on their progress and their ability to meet age related learning expectations. Parents should therefore ensure that their child is at school every day of the school year to maximise learning opportunities.

KHDA Regulations

KHDA attendance expectations are as follows:

98% outstanding

96% very good

94% good

92% acceptable

Less than 92% weak

Less than 90% very weak

Aims and Objectives

Our school believes strongly that regular attendance and punctuality are important aspects to ensure a pupil makes excellent progress at school. Subsequently, poor attendance and/or regular lateness will have a detrimental effect on the pupil's ability to learn and progress at the expected level.

This attendance policy ensures that all stakeholders in our school (parents, pupils and staff) are fully aware of and clear about the actions necessary to promote good attendance. The aims include:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Arrive on time to school and to all lessons
- Achieve 98% or better attendance for all children
- Create an ethos in which good attendance and punctuality are recognised as the expectation and are valued by the school.
- Raise awareness among parents and children of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Monitor attendance and ensure consistency in dealing with regular absence
- Recognise the key role of all stakeholders, but especially parents and class teachers, in promoting good attendance.

Request for Absence

In any instance where a parent wishes their child to have a period of absence from school, they must complete an 'Absence Request Form' (obtained from the Reception Desk in school) which will be reviewed by the school and a decision on approval or non-approval will be provided to the parents.

Types of Absence

All absence will be recorded against a pupil's record, regardless of the type and categorisation. However, the school appreciates that there may be unavoidable instances where a child is unable to attend school. Such instances will be recorded as 'Approved Absence' (see below). All other absences will be recorded against a pupil's record as 'Unapproved Absence' (see below).

❖ Approved Absence

- Medical illness
- Family emergency
- Religious Leave (in certain instances)

❖ Travel Absence

- Leave if a student's attendance is above 94%

❖ Unapproved Absence

When a child is away without prior knowledge and/or approval of the school. Therefore the absence is unauthorised if a child is away from school without prior approval by the school even with the support of the parent. The absence may be unapproved if current attendance falls below expectations.

❖ Medical Absence

If a child is unwell and unable to attend school, parents should ring in or email (attendance@arcadia.sch.ae) to explain the absence.

Absence from Remote Learning Programme

In the case where remote learning is applicable, absences are recorded and parents should contact the school for any absence request.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents and children.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents have not communicated with the school.
- To inform parents what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual children's attendance and punctuality
- To report attendance statistics to the KHDA as requested.
- All staff must raise any attendance or punctuality concerns to the Senior Leadership Team for timely action to be taken.
- To create regular reports for the School Board of Governors to identify poor attendance

Registration

Primary:

The school day begins at 7:30am and all children are required to be in school by **07:50 am**.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the school day. The school will contact home if a child is absent from school without a reason.

Secondary:

The school day begins at **7:40am** with classes beginning at 7.50 am. This means that students must be in school by 7.40am for form time, to ensure they receive a registration mark, prepare for the day ahead and do not miss important announcements.

Each form tutor has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the school day. The school will contact home if a child is absent from school without a reason.

Continually low attendance will result in an email from school and families of the lowest attendance will receive a phone call. The school continues to work in partnership with families to improve attendance.

Registration for Online Learners

Online learning students' attendance will be marked by the online tutor and shared to the front desk. This will be added to the attendance register for the class as 'present at home.'

Lateness

Primary:

Once registration closes at **07:50 am**, any child who comes into school after this time will be marked late in the attendance record. Records are kept of those children who are late.

Secondary:

Any student who comes into school after **07:50 am**, will be marked late in the attendance record. Records are kept of those children who are late.

Unless there is a valid reason for lateness that parents have validated, students will receive a 10 minute reflection at lunchtime on the day of lateness. If there is continual lateness, parents will be notified and students may be placed on punctuality report.

The Lateness Notification Process:

In case of repeated lateness and absenteeism the following applies:

- After the first three (3) incidents of lateness in a short period of time, a written warning will be issued to notify parents. Lateness may be noted in the students' progress report.
- Up to an additional three (3) instances of lateness in a short period of time is recorded, parents will be called to a meeting with the Head of Primary or a designated person.
- If lateness is recorded in one more instance, and at the discretion of the school, the final decision might include one or more of the following:
 - Detention during school break or after school hours.
 - Temporary suspension for up to three days where the student will receive a "zero" on any test administered during suspension days.

- A written notice announcing refusal to re-enroll the student in the school for the following academic year.

The Attendance Notification Process:

To effectively follow up with parents who have children below 90%, a series of steps are followed:

- Notification 1: Email from year leader alerting parent to attendance concern
- Notification 2: If attendance does not improve at the next check-point, year leader to phone/meet with relevant parents to discuss.
- Notification 3: If attendance continues to sit below 90%, AHT will conduct a meeting/phone call.
- Elevated Notification: Any attendance that is below 75% will be followed up with an email notification from the Head of Division. This will request a response and further conversation.