



مدارس أدنوك  
ADNOC SCHOOLS

# Attendance and Records Guidelines

February 2019

## Attendance & Records Policy

### Rationale and Purpose

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career.

#### Policy Statement

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy and to lessons on time. We strive for attendance that is consistently outstanding for all year groups.

Outstanding – 98% and above

Good – 94%

Acceptable – 92%

Unacceptable- below 92%

#### Parental Agreement

It is important that parents, students and the school work together to improve and maintain high attendance and punctuality rates.

#### The responsibilities of the parents include:

- Actively promoting their child’s attendance and punctuality and abiding by the times set by the school for the start and end of the school day.
- Understanding and upholding the schools’ policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student’s enrolment for the following year.

#### Attendance procedures

<b>Start of the School Day</b>	
<b>Primary Phase</b>	<b>Secondary Phase</b>
<p>All primary students are recommended to be in school from 7.30am ready for the National Anthem at 7:45am and in class by 7.50am. The primary school gate is kept open until 8am. Any child arriving after this time must enter through main reception.</p>	<p>All secondary students are recommended to be in school from 7.30am ready for the form Time at 7:40am. The National Anthem takes place in the Atrium at 7.55am following by lessons starting at 8.00am.</p>

<p>Parents of children who regularly arrive late (twice or more in a week) will be contacted. A formal levelled letter will be issued if punctuality is not improved, and continues at a similar rate of twice a week.</p>	<p>The secondary school gate is kept open until 7.35am. Any child arriving after this time must enter through main reception.</p> <p>After 7.40am, any secondary student after this time will be considered late. Parents of students who regularly arrive late (twice or more in a week) will be contacted. A formal levelled letter will be issued if punctuality does not improve, and continues at a similar rate of twice a week.</p>
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<b>Morning Registrations</b>	
<b>Primary Phase</b>	<b>Secondary Phase</b>
<p>At 8.00am a register will be taken by the Class Teacher on PowerSchool.</p> <p>Students arriving late to school, entering through the main reception, will receive a late slip from reception. The register will be amended appropriately and the child will be recorded as late.</p> <p>The Pastoral Lead will notify parents via SMS on the first day of an unexplained absence. All absence details are recorded (interview, home ill, etc.) on PowerSchool.</p>	<p>At 7.40am, a register will be taken by the P1 teacher on PowerSchool.</p> <p>Students arriving late to school, entering through the main reception, will receive a late slip from reception. The register will be amended appropriately and the child will be recorded as late.</p> <p>The Pastoral Lead will notify parents via SMS on the first day of an unexplained absence. All absence details are recorded (interview, home ill, etc.) on PowerSchool.</p> <p>During every subject lesson, a register will be taken by the class teacher.</p>

<b>Registration Codes</b>	
<b>Primary Phase</b>	<b>Secondary Phase</b>
<p>If the computer systems are down, those taking registration should use a class list to record attendance/absence and hand the list to the Pastoral Lead. They will enter the information at the earliest opportunity.</p> <p>If the class teacher is absent the class will be registered by the Coordinator or a member of staff.</p>	<p>If the computer systems are down, those taking registration should use a class list to record attendance/absence and hand the list to the Pastoral Lead. They will enter the information at the earliest opportunity.</p> <p>If the Subject Tutor is absent, then the morning register will be taken by the Cover Teacher</p>

End of the School Day	
Primary Phase	Secondary Phase
<p>The end of the school day varies for students within the Primary phase and are as follows:</p> <ul style="list-style-type: none"> <li>• 2.00pm – KG1 &amp; KG2</li> <li>• 2.40pm – Grade 1-5</li> </ul>	<p>The school day for Secondary phase finishes at 2.40pm for all students.</p>
<p>Some students will remain after these timings to take part in sporting fixtures, rehearsals, revisions sessions etc. These timings would be communicated by the individual teacher in charge.</p> <p>Many students also take part in our Extra-Curricular Activities (ECA) provision under the supervision of a member of staff. All ECAs finish at 3.30pm and the teacher responsible for the ECA will remain with the students and call parents if necessary. If parents are taking a long time to collect their child then a member of SLT will assume responsibility.</p>	

Early Departure from the Academy	
Primary Phase	Secondary Phase
<p>Early departure from the school is not acceptable without a valid reason for safe guarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours.</p> <p>Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too.</p> <p>If it is essential for your child to leave the school before the end of the day please refer to the early exit procedure in <b>Appendix 1a or 1b</b></p>	

Planned Absence	
Primary Phase	Secondary Phase
<p>Planned absence during term time is actively discouraged by the school due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.</p>	

Medical appointments for example should happen outside of school hours.

Applications for absence of more than 3 days should be made to the Pastoral Lead via email who shall refer to the Principal.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The school will evaluate all other requests on a case-by-case basis and all requests made should include supporting documents.

Please note, the ADNOC schools **do not** authorise holiday during term time.

Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the

### Absence due to Illness

Primary Phase	Secondary Phase
<p>If the reason for a student's absence is that they are unwell, they should be kept at home until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease and a good rest will speed up recovery. Please email your child's class teacher/subject tutor and the Pastoral Lead officer before 7.30am explaining your child's illness/reason for absence.</p>	
<p>This must be followed up by an email/hard copy of the HAAD sick note if the absence is more than one day.</p>	

### Monitoring of patterns and repeated absence

	Primary Phase	Secondary Phase
	The class teacher will monitor daily attendance and alert the Coordinator Stage if attendance becomes a cause for concern.	The Pastoral Lead will monitor daily attendance and alert the AVP's if attendance become a concern.
98%+	Excellent attendance – meeting school expectations.	Excellent attendance – meeting school expectations.
96-97%	Class teacher to will contact parents if pattern of absence is occurring and recorded on PowerSchool.	Pastoral Lead to contact parents if pattern of absence is occurring and saved to PowerSchool

94-95%	Email sent to parents if there is a pattern of absence or absence in unauthorised and recorded on Power School.	Email sent to parents if there is a pattern of absence or absence in unauthorised and saved on PowerSchool.
91-93%	Meeting with Class teacher and if necessary Coordinator, and recorded on PowerSchool.	Meeting with Subject Tutor, Pastoral Lead and if necessary AVP, and recorded on PowerSchool.
91% & below	Attendance Plan agreed if the absence is unauthorised.	
<p>The Pastoral Lead will monitor unauthorised absence percentages weekly and flag any unauthorised attendance and cumulative attendance below <b>94%</b> to the appropriate Coordinator, AVP &amp; VP's.</p> <p>Attendance will be reported to parents recorded on children's school reports. In addition to this, an attendance dashboard is accessible to parents on the Portal.</p>		

## Appendix 1a - Primary

### PARENT COMMUNICATION

#### SUBJECT: Procedures for absences from school, or early departure from school

Dear Parents

I would like to take this opportunity to clarify the procedures that are in place for:

1. Reporting your child's absence from school due to illness
2. Early pick up from school, due to an urgent medical appointment or family emergency

In the event that your child is unwell and therefore unable to attend school, please inform the Pastoral Leads via email **before 8.00am**.

In the event that your child will be late to school, due to an early medical appointment, please bring the booking card or other paperwork that supports the reason for the late arrival to school.

The Pastoral Lead will adjust the register accordingly and you will therefore not receive a phone call informing you of your child's absence and enquiring to the reason. If your child is absent for more than 2 days, due to illness, please note that a medical certificate will need to be submitted.

In the event that you need to collect your child early from school, please email the **AVP/VP 24 hours before the departure time** (see email addresses below) explaining the reason behind the early removal from school.

The AVP will then review the reasoning and reply directly to you. Please be aware, that reasons for early pick up should be in line with our Attendance and Punctuality Policy, so a vital medical appointment which could not be scheduled for after the school day, or a family emergency are both acceptable reasons. However, we do urge you, wherever possible, to make all appointments for after the school day, so your child does not miss valuable learning time.

The **AVP** will inform reception of any child who is to be picked up early; they will also inform the class teachers, who will ensure that the child is ready on time and waiting in reception.

Please be warned that parents who turn up to school hoping to collect their child, without having followed the above procedures, may endure a lengthy wait until approval has been given by the Head of Year and a Senior Leadership Team member and until there is a member of staff available to collect the child. Parents will be expected to sign a letter detailing the impact that collecting children from school early has on their child.

Parents who send a driver or nanny to collect their child, with no prior warning or authorisation, will not have the child released from class. Parents will be contacted and requested to come to school and sign the appropriate letter confirming they are aware of the impact of early exit has on their child's education.

Thank you for your continued support, it is much appreciated.

Yours sincerely

Kate Sutton Jones  
Principal  
ADNOC SCHOOLS – Sas Al Nakhl



## Appendix 1b - Secondary

### PARENT COMMUNICATION

#### SUBJECT: Procedures for absences from school, or early departure from school

##### Dear Parents

I would like to take this opportunity to clarify the procedures that are in place for:

1. Reporting your child's absence from school due to illness
2. Early pick up from school, due to an urgent medical appointment or family emergency

In the event that your child is unwell and therefore unable to attend school, please inform the Pastoral Lead via email **before 8.00am**.

In the event that your child will be late to school, due to an early medical appointment, please bring the booking card or other paperwork that supports the reason for the late arrival to school. Our Pastoral Lead will adjust the register accordingly and you will therefore not receive a text message informing you of your child's absence and enquiring to the reason. If your child is absent for more than 2 days, due to illness, please note that a medical certificate will need to be submitted.

In the event that you need to collect your child early from school, please email the AVP/VP **24 hours before** the departure time explaining the reason behind the early removal from school.

The AVP will then review the reasoning and reply directly to you. Please be aware, that reasons for early pick up should be in line with our Attendance and Punctuality Policy, so a vital medical appointment which could not be scheduled for after the school day, or a family emergency are both acceptable reasons. However, we do urge you, wherever possible, to make all appointments for after the school day, so your child does not miss valuable learning time. The AVP will inform reception of any child who is to be picked up early; they will also inform the class teachers, who will ensure that the child is ready on time and waiting in reception.

Please be warned that parents who turn up to school hoping to collect their child, without having followed the above procedures, may endure a lengthy wait until approval has been given by the AVP and a Senior Leadership Team member and until there is a member of staff available to collect the child. This is for safeguarding purposes and to ensure the integrity of our attendance keeping records.

The Reception staff at ADNOC schools cannot leave their desk in order to collect a child, so please do not ask them to do so.

Thank you for your continued support towards Al ADNOC School, Sas Al Nakhl

Yours sincerely

Kate Sutton Jones  
Principal, ADNOC School – Sas Al Nakhl