



ATTENDANCE

Policy

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Jebel Ali School
Attendance Policy

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1. INTRODUCTION

In partnership with you as parents, we aim at having a successful school. Your children play their part in making it so.

1.1. Statement of Intent

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For our students to gain the greatest benefit from their education it is vital that they attend regularly and students should be at school on time, every day the school is open unless the reason for the absence is unavoidable.

1.2. Purpose of the Policy

It is mandatory that students attend school regularly; this policy sets out how together we will achieve this.

1.3. Compliance

The school and parents have an obligation to comply with the Knowledge and Human Development Authority (KHDA) Parent School contract - see section 5. Attendance and Punctuality.

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and students to ensure a high level of attendance.

The minimum level of attendance for this school is 96%. Our target is to achieve higher than this. Throughout the school year, we monitor absences and punctuality to show us where improvements need to be made.

1.4. Definitions

1.4.1. Every day absence from school has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the reason for any absence is always required, in writing to absence@jebelalishool.org.

1.4.2. **Tardiness** - this refers to coming to school late, at the start of the school day and to instances of being late to lessons within the school day.

1.4.3. **Absenteeism** - this refers to frequent or habitual absence from school or from lessons without a valid medical or family-related reason (unauthorised absence).

2. AIMS AND OBJECTIVES

2.1. Learning

Any absence affects the pattern of a student's schooling and regular absence could

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seriously impact their learning. Any student's absence disrupts teaching routines, so may affect the learning of others in the same class.

Ensuring students' regular attendance at school is the parent's responsibility and permitting absence from school without a valid reason creates negative consequences regarding student achievement and a negative school image.

2.2. Safeguarding:

Safeguarding the interests of each student is everyone's responsibility, and within the context of this school, promoting the welfare and life opportunities for students encompasses:

- Attendance,
- Behaviour management,
- Health and Safety,
- Access to the curriculum,
- Anti-bullying.

Failing to attend school on a regular basis will be considered as a safeguarding matter.

3. ROLES AND RESPONSIBILITIES

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

3.1. JAS Staff

To help us all to promote regular attendance, JAS staff will:

- report, as part of the student's school report, their attendance rate and how this relates to their attainments
- celebrate good attendance by presenting certificates of attendance to students
- discuss student attendance and punctuality with parents at parent consultations
- contact parents throughout the school year should we have a concern regarding a student's attendance.

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3.2. JAS Students

Students should ensure that they make their way promptly to school in time for registration and ensure that they move to, and arrive at lessons, in a timely manner.

3.3. JAS Parents

To help us all to promote regular attendance, JAS parents should:

- contact the school in writing regarding any student absences, unexpected or planned
- minimise booking holidays during school time and request permission from the school in writing if such a planned absence is unavoidable
- support the students in arriving at school on time on a daily basis
- avoid the need for late drop offs or early pick ups where possible. If unavoidable, parents need to inform the school in writing why the student will be arriving late or leaving early
- endeavour to pick up their child at the correct time.

Whilst any student may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. Any problems with regular attendance are best discussed between the school, the parents and the student. If a student is reluctant to attend school, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

3.4. Other members of the school community

Not applicable

4. IMPLEMENTATION OF THE POLICY / PROCEDURES

4.1. Whole School

4.1.1. Reporting Absence:

- Parents must contact JAS in writing to absence@jebelalischool.org providing details of the student and class, as well as reason for absence before 8.00am on the first day of absence and every subsequent day of absence. Please note: If a parent calls the school to inform of an absence, they will be asked to send an email as the absence needs to be reported in writing,

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- If there has been no communication with the school, JAS will telephone parents after 8.30am on the first day of absence,
- JAS may request that parents provide a medical certificate for their child as evidence of an illness after two (2) days absence (the medical certificate should clearly state the diagnosis as well as any continued treatment plan). In cases of COVID-19, please refer to the COVID-19 Protocol (see Section 7),
- Parents should request permission from the Head Teacher to take a student out of school for planned absences (i.e. Holiday, Family bereavement, etc.).

4.1.2. Holiday Absence:

- There is an established, proven link between good attendance and effective progress. JAS wants to encourage and develop all of our students' learning opportunities throughout their school career, and holiday absence during term time can seriously jeopardise student progress. For this reason, students will **not** be given authorisation to take holiday leave during term time except in exceptional circumstances,
- If parents want the school to consider such a request they must apply in writing to absence@jebelalishool.org, at least one month before the relevant start date,
- No school work will be set if a parent chooses to take their children on holiday during term time,
- Distance learning provision is not available in this circumstance.

4.1.3. Late Arrivals:

- Lateness is a form of truancy and a matter of discourtesy to members of the school community. All staff should demand of themselves, and of students, high standards in terms of punctuality to registration and to lessons,
- Where students are late without good reason for school, then the teacher/ form tutor should reprimand them,
- Where students are late for lessons, teachers and the department generally should find appropriate sanctions for dealing with this, including detention, where necessary,

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- At the start of lessons, teachers will complete the register. Any student who arrives after the register has been taken will be deemed late and sanctioned accordingly by the teacher,
- **Students who arrive late for school after 7.40am** will be marked as late in reception,
- Students arriving after 8.00am should report to their respective receptions, where they will be registered and their lateness recorded,
- It is important also for Tutors (in Secondary) to ensure that students who arrive late for Assembly are registered accordingly and spoken to about their lateness.

4.1.4. Early Leavers:

- If a student needs to leave early, parents must contact the school 24hrs in advance and in writing to absence@jebelalishool.org, providing details of the student and class, as well as reason for absence,
- All appointments should ideally be made outside of school hours,
- Please note: If a parent calls the school to inform of a need for a student to leave early, they will be asked to send an email as the 'absence' will need to be reported in writing,
- The security team will be informed of any early leavers,
- Parents will receive an email response informing them where to pick up their child, usually from the relevant reception area,
- The printed fire register will be amended to show the student has left.

4.1.5. Late Pick Up:

- If a parent is late to collect their child they must contact the school at the earliest opportunity,
- The child will wait in their respective reception with a member of staff,
- Parents who are late on three occasions will receive a letter from the Headteacher,
- Persistent lateness to collect will result in a meeting with a member of the leadership team.

4.1.6. Persistent Absenteeism (PA):

- A student will be classified as a 'persistent absentee' when they miss twenty (20) school days or more for whatever reason. Absence at this level could have

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a significant negative impact on a student's educational prospects and we need parents' fullest support and cooperation to mitigate this,

- JAS will monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately,
- PA students are tracked and JAS will also combine this with academic mentoring where absence affects attainment.

4.2. Foundation Stage

See Whole School

4.3. Primary School

See Whole School

4.4. Secondary School

See Whole School

4.5. Sixth Form

See Whole School

5. CONSEQUENCES

5.1 Cases of Tardiness and absenteeism

- The first five (5) incidents of tardiness or first four (4) incidents of absenteeism in a short period of time (such as a month or an academic term) will result in a written warning which will be issued to both the students and the parents of the student and will be noted in the student's progress report,
- Up to an additional three (3) incidents of tardiness/absenteeism in a short period of time will result in the parents and the student being invited to a meeting with the Principal or a designated person e.g. Class Teacher, Form Tutor. The parents and student will be asked to sign a written pledge to not repeat the offense and a note will be added in the student's report,
- Any additional incidents to the above will be at the discretion of the school, a decision might include one or more of the following:
 - a) Community hours at the school,
 - b) Detention during school hours,

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

6. CONTACT DETAILS AND LINES OF COMMUNICATION

For reporting absence, contact: absence@jebelalishool.org

For all other inquiries contact: jaschool@jebelalishool.org

7. OTHER RELATED DOCUMENTS

- Behaviour Policy
- Safeguarding Policy
- COVID-19 Protocol
- Health and Safety Policy
- Access to the curriculum
- Anti-bullying Policy

8. APPENDICES

Not applicable

[End of Policy]