



Review Date: Annual review

Review Officer: SPLT / SLT

“The poor attendance of a number of pupils can disrupt their own learning and that of other pupils. These children quickly begin to fall behind their peers and often never catch up with gaps in their skills or knowledge. Over time these pupils become bored and disillusioned with education and by Year 10 and Year 11 they are lost to the system. Not surprisingly there is a clear link between poor attendance at school and low levels of achievement.” (Department for Education - July 2011)

Students Attendance and Punctuality Policy

Rationale

If a student does not attend school on a regular basis their learning is fragmented, their acquisition of skills and knowledge is interrupted, and their educational achievements are potentially damaged. If a student’s attendance is 90% continually throughout their time at KBS, over five years they will miss the equivalent of approximately one half of a school year. A 90% attendance rate means that a student has missed the equivalent of four whole weeks per year. Research suggests that 17 days missed from school in one year equates to a full grade at IGCSE.

Good punctuality shows respect for other students and teachers. Where students are late at the start of the school day or to lessons during the day it often means that important information is missed from the form tutor or that key learning objectives are not fully understood. This can have a significant impact on a student. We understand that unforeseen instances arise which may cause a student to be late through no fault of their own and we will always take this into consideration.

Promoting and supporting good attendance and punctuality at school is, therefore, fundamental to supporting learning and the raising of standards. KBS will challenge all student absence and lateness, celebrate achievement and recognise that regular attendance is a critical contributory factor to a productive and successful career.

Taking into consideration the above information and the impact that poor attendance and punctuality has on student progress; KBS expects all students from FS2 and above to have an attendance % above 85 or it is expected that they may repeat the school year. If there are extenuating circumstances e.g., a medical condition that is supported in writing, from the medical profession, a decision to promote the student to the next academic year is at the discretion of the Senior Management Team.

To be invited to attend the annual school graduation, students in Year 12 and 13 must have an attendance % above 85.

Aims

- To support the school vision of excellence and encourage outstanding levels of attendance and punctuality.
- To have a target of 95% or above for attendance and punctuality for every student.
- To promote a greater understanding with the students and parents about the importance of attendance and punctuality.
- To recognise that ALL partners, students, teachers and parents/guardians need to collaborate to promote and support good attendance and punctuality.
- To identify, investigate and intervene early where there is a concern about a student's attendance or punctuality.
- To analyse attendance and punctuality data and use it to assist monitoring and intervention.
- To ensure that all staff, but especially those with a pastoral responsibility, are clear on their responsibilities in addressing attendance and punctuality.
- To encourage parents to make non-essential appointments outside of school hours.

Roles and Responsibilities

A student will:

- Be informed of this policy on the first day of term.
- Attend school daily and register at 6.50am.
- Provide a signed note from their parents/guardians to explain any absence on the first day that they return to school.
- Move promptly between lessons to ensure that they don't miss the start of the following lesson.

A parent/guardian will:

- Access the school's website to check this policy.
- Check the SIMS Parent App to remain up to date with their child's attendance and punctuality.
- Ensure that their child attends school every day and on time.
- Ensure that their child has enough sleep and eats breakfast to enable them to access the curriculum.
- Contact their child's class teacher /Form Tutor if their child shows a reluctance to attend school.
- Notify the school before or on their child's first day of absence by 9am, and for each subsequent day of absence. This can be through an email, phone call or by providing a note.
- Avoid taking their child out of school for non-essential appointments.
- Ensure that the school has an up-to-date telephone number and email address on which they can be contacted.
- Attend meetings to discuss attendance and punctuality issues as requested by the school.

KBS will:

- Enforce this policy strictly with all stakeholders.
- Ensure that the registers are marked consistently and accurately.

- Reward students who have good attendance and punctuality.
- Liaise with the parents/guardians of students who are a cause for concern regarding attendance and punctuality.
- Inform parents early if there are attendance or punctuality concerns that may mean that their child has to repeat the year.
- Inform parents of students in Year 12 and 13 if their child's attendance may mean that they are unable to attend the graduation.

Definitions

Absenteeism:

The school will call parents if their child has been absent for more than 2 consecutive days and we have not received any notification regarding their absence. If a child is absent, parents should notify the school as to the reasons of their child's absence before 09:00 on the day of absence.

Authorised and unauthorised absences:

An authorised absence is when a leave request has been given to school or a written explanation (such as a medical certificate) is offered on the student's return to school. An authorised absence means that the absence is known of the parents and therefore not suspicious. However, all absences, whether authorised or unauthorised, are recorded in the register and count as absences in the overall attendance percentage (in other words, even authorised absences impact the overall attendance percentage negatively).

Appointments in the day:

A student may only leave during the school day if there is a valid reason, such as a genuine emergency or a vital medical appointment that cannot be rescheduled (please note this does not include leaving to catch a flight or picking up/dropping someone at the airport). A medical appointment card should be shown if applicable and the student is to be collected by a parent or nanny/driver. 24 hours' notice should be given prior to the appointment to the class teacher / Form Tutor and/or the Attendance Officer.

Religious absenteeism:

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

Holidays:

Holidays, other than school-related ones or as shown on the school calendar, will be registered as absence.

Truancy:

- If any student absents themselves from a lesson without permission while on site, then the parents shall be contacted by telephone and email by the Attendance Officer, and the student will be asked to attend an after-school detention after appropriate notification. The length of the after-school detention will be determined by the severity of the truancy.
- If the truancy happens more than once, then the parents will be invited to attend a meeting with the Head of Progress to discuss the problem.

- If the truancy becomes chronic, then a referral will be made to the School Counsellor and a meeting with the Assistant Head of Secondary will be organised for supportive strategies. Should the concern persist, parents will be invited to meet with the Associate Head of Secondary and steps for the student to be withdrawn from the school will be implemented.

Leaving early:

As mentioned above, a 24 hours' notice should be given prior to the need to leave the school site early, to the Form Tutor and/or the Attendance Officer. The number of minutes of learning missed due to the early exit is counted as absence and reflected in the overall attendance percentage.

Lateness:

Students are expected to attend all their lessons, in full. Every minute of lateness to a lesson, including Registration / Tutor Time, beyond the first 5 minutes, are recorded and reflected in the overall attendance percentage.

Traffic in Doha:

If you are held up in traffic, please try and inform the school. Bad traffic or road works are not legitimate excuses for lateness.

Procedures

Procedures for following up absences:

- Registers will be completed promptly and accurately by all members of staff
- Parents will be contacted by 08:00 via a SIMS automated email on the day of an absence if no information is given from the parents
- Parents will be contacted on the phone and via email by the class teacher / Form Tutor when the student has been absent for 2 consecutive days and no justification is given
- Class teachers / Form Tutors will engage their students / tutees in discussions about attendance and punctuality on a weekly basis, following the attendance report publication every Thursday, to raise awareness of the importance of attendance and punctuality on overall wellbeing and success
- Subject teachers will monitor attendance to their subject lessons following the attendance report publication sent every 4 weeks, and contact parents if attendance to their subject lessons falls under 90% (Secondary School only)

- Attendance Officer to monitor and investigate/question registers that are not taken
- Attendance Officer to monitor and trigger the automated email at 08:00. Attendance Officer to check carefully accuracy of registers
- Class teacher / Form Tutor to monitor their students / tutees' attendance on SIMS and phone home. A log must be made on SIMS
- Senior Teacher in charge of data to run the cumulative tracking report and email class teachers / Form Tutors
- Class teachers / Form Tutors to celebrate high attendance/punctuality and discuss concerns/strategies
- Senior Teacher in charge of data to run the 4-week subject lesson attendance/punctuality report and share with HODs
- Subject teachers to contact home as relevant and log on SIMS

<ul style="list-style-type: none"> ● Subject teachers will discuss attendance to their subject lessons during Parent-Teacher Meetings (Secondary School only) ● Parents will be contacted by their child's KS5 teachers when attendance to the subject lessons is 95% and below ● Parents will be informed in writing via email by the Attendance Officer when a student has been absent for 9 days (=5% of absence over the 180 school days of the school calendar) ● Parents will be invited in writing via email to a meeting with their child's Lead Teacher / Head of Progress when the student has reached 12 days of absence (=7% of absence over the 180 school days of the school calendar) and may become at risk of failing the year. An Attendance Contract will be signed ● If a student is absent for 18 days or more (=10% and above of absence over the 180 school days of the school calendar), parents will be invited in writing to a meeting with the Deputy Head of Key Stage / Assistant Head of Secondary to receive a Warning Letter for Attendance ● If attendance falls under 85%, parents will be invited in writing via email to a meeting with the Deputy Head of Primary / Associate Head of Secondary to receive a Warning Letter for Attendance and a notification that their child is made to repeat the academic year. Should parents refuse, the student will be asked to leave the school at the end of the academic year, unless attendance (by the end of the academic year) has increased above 85% overall ● Academic reports will show the overall Attendance and Punctuality percentages (punctuality to Registration / Tutor Time), as well as the number of minutes late to lessons so parents are kept informed, formally, three times a year (Secondary School only) ● Academic reports will show the overall Attendance and Punctuality percentages (punctuality to Registration / Tutor Time) so parents are kept informed, formally, three times a year (Primary School only) 	<p>Senior Teacher in charge of data to run the lesson attendance/punctuality report ahead of PTMs</p> <p>Senior Teacher in charge of data to run the subject lesson attendance/punctuality report, weekly and share with HODs</p> <p>Attendance Officer to monitor the overall Attendance Tracking Sheet daily and send template emails</p> <p>Attendance Officer to monitor the overall Attendance Tracking Sheet and inform Lead Teachers / HOPs as relevant</p> <p>Attendance Officer to monitor the overall Attendance Tracking Sheet and inform Deputy Head of Key Stage / Assistant Head of Secondary</p> <p>Attendance Officer to monitor the overall Attendance Tracking Sheet and inform Deputy Head of Primary / Associate Head of Secondary</p> <p>Senior Teacher in charge of data and Assistant Head of Secondary in charge of ARR to design the academic report and ensure accurate publication</p> <p>Deputy Head of Primary in charge of ARR to design the academic report and ensure accurate publication</p>
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- Parents will check the SIMS Parent App to monitor their child's attendance and punctuality

Procedures for following up lateness:

Lateness arriving to school:

- Registration is at 06:50. Students arriving from 07:00 and beyond must register in their respective school's reception (with Ms Michelle in Primary and Ms Rima in Secondary)
- Gates 1, 5 and 8 will close at 07:10. Beyond that time, students and/or parents will enter the school site through Gate 2, and proceed to their respective school's reception to get registered (as above)
- Parents will receive an automated notification from the Attendance Officer if their child is registered late to Registration / Tutor Time
- Parents will check the SIMS Parent App to monitor their child's attendance and punctuality
- After 5 incidences of lateness in a half-term, parents will be asked to attend a meeting with the class teacher / Form Tutor. A first letter of concern regarding punctuality will be issued
- Another 5 incidences of lateness will escalate the student's situation and parents will be asked to attend a meeting with the Lead Teacher / Head of Progress. A second letter of concern regarding punctuality will be issued
- Another 5 incidences of lateness will escalate the student's situation and parents will be asked to attend a meeting with the Deputy Head of Key Stage / Assistant Head of Secondary. A letter of significant concern regarding punctuality will be issued
- Another 5 incidences of lateness will escalate the student's situation and parents will be asked to attend a meeting with the Deputy Head of Primary / Associate Head of Secondary. A Warning Letter for punctuality will be issued
- Further incidences will result in further Warning Letters. 3 Warning Letters result in a

SIMS Coordinator to monitor parental engagement and contact those who are yet to activate their app

Ms Michelle and Attendance Officer to register the students on SIMS immediately, using the L code for AM Reg and adding the number of minutes late in the drop-down menu

Attendance Officer to monitor late students and send the automatic notification to parents by 08:00

SIMS Coordinator to monitor parental engagement and contact those who are yet to activate their app

Class teacher / Form Tutor to monitor the cumulative tracking report and act as relevant

Class teacher / Form Tutor to monitor the cumulative tracking report and inform the Lead Teacher / Head of Progress as relevant

Class teacher / Form Tutor to monitor the cumulative tracking report and inform the Deputy Head of Key Stage / Assistant Head of Secondary as relevant

Class teacher / Form Tutor to monitor the cumulative tracking report and inform the Deputy Head of Primary / Associate Head of Secondary as relevant

Attendance Officer to monitor the cumulative tracking report and inform the Academic Principal and agree on next steps

notification of non-reenrollment for the following academic year

Lateness to lessons during the day (Secondary School only) – per half-term:

- Students are given a maximum of 5 minutes to commute from one classroom to the next. Any minute of lateness beyond those initial 5 minutes are recorded and will impact the overall attendance negatively
- Students who are recorded late arriving to lessons will be asked to attend an after-school detention of the duration of their lateness with their Form Tutor on the following Tuesday (KS3) and Wednesday (KS4/5). Form Tutors will inform the parents via phone call and a follow-up email of concern
- Following the steps above (twice), students who continue to be recorded late arriving to lessons will be asked to attend an after-school detention of the duration of their lateness with their Head of Progress on the following Tuesday (KS3) and Wednesday (KS4/5). Heads of Progress will inform the parents via phone call and a follow-up email, and invite parents for a meeting. A letter of concern will be issued
- Following the steps above (twice), students who continue to be recorded late arriving to lessons will be asked to attend an after-school detention of the duration of their lateness with the Assistant Head of Secondary on the following Sunday. The Assistant Head of Secondary will inform the parents via phone call and a follow-up email, and invite parents for a meeting. A letter of significant concern will be issued
- If students continue to be recorded late arriving to lessons, their parents will be asked to attend a meeting with the Associate Head of Secondary. A Warning Letter for punctuality to lessons will be issued
- Further incidences will result in further Warning Letters. 3 Warning Letters result in a notification of non-reenrolment for the following academic year

Teachers to enter the number of late minutes in the drop-down menu, past the first 5 minutes of lenience

Form Tutors to monitor the cumulative tracking report and contact parents as necessary

This may happen twice in the same half-term

Form Tutors to monitor the cumulative tracking report and inform their HOP to contact parents as necessary

This may happen twice in the same half-term

Form Tutors to monitor the cumulative tracking report and inform their HOP / Assistant Head of Secondary to contact parents as necessary

This may happen twice in the same half-term

Form Tutors to monitor the cumulative tracking report and inform their HOP / Assistant Head of Secondary and Associate Head of Secondary to contact parents as necessary

Form Tutors to monitor the cumulative tracking report and inform their HOP / Assistant Head of Secondary and Associate Head of Secondary to inform Academic Principal and agree on next steps

<p><u>Celebrating attendance and punctuality:</u></p> <ul style="list-style-type: none"> ● On a Thursday (Primary School) or Sunday (Secondary School), the class / Tutor Group with the highest attendance for that week will be celebrated across the year group ● Students who maintain 100% attendance <u>and</u> punctuality in the term will receive a certificate at the beginning of the following term ● Students who maintain 100% attendance <u>and</u> punctuality over the academic year will receive a certificate at the end of the academic year. 	<p>PS = 5 mins of extra break or chosen activity, organised by class teacher SS = start the break in which they can purchase food 5 mins early, once in the following week</p> <p>Lead teachers / HOPs to organise</p> <p>Lead teachers / HOPs to organise</p>
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Attendance and Punctuality codes on SIMS =

/ – present > coded by class teacher/Form Tutor

N – absent (no reason known to staff/given by parents) > coded by class teacher/Form Tutor

L – late, teacher must include the number of minutes late in the drop-down menu > coded by class teacher/Form Tutor

S – for Year 12 students who are absent from study at the beginning of the day > coded by class teacher

R – religious absence (counted as presence) > coded by class teacher/Form Tutor / Attendance Officer

M – absence due to medical reason (medical certificate provided) (counted as absence) > coded by class teacher/Form Tutor or Attendance Officer

U – absence due to medical reason (unwell) provided by parent but no medical certificate provided (counted as absence) > coded by class teacher/Form Tutor or Attendance Officer

I – long-term illnesses (counted as absence BUT taken into consideration when sharing or not attendance concerns) > coded by class teacher/Form Tutor or Attendance Officer

B – bereavement (counted as absence BUT taken into consideration when sharing or not attendance concerns) > coded by class teacher/Form Tutor or Attendance Officer

O – other reason (counted as absence) > coded by class teacher/Form Tutor or Attendance Officer

H – holiday (counted as absence) > coded by class teacher/Form Tutor or Attendance Officer

P – sports-related school representation, off-site, absence from site (counted as presence) > coded in advance by Attendance Officer as per information received from the sports event Lead

T – sports-related school representation, on-site, absence from lessons but on site (counted as presence) > coded in advance by Attendance Officer as per information received from the sports event Lead

F – extracurricular activity-related absence, off-site, absence from site (counted as presence) > coded in advance by Attendance Officer as per information received from the ECA event Lead

G – extracurricular activity-related absence, on-site, absence from lessons (counted as presence) > coded in advance by Attendance Officer as per information received from the ECA event Lead

C – other authorised absence (counted as presence) > only coded by Attendance Officer following discussion with SPLT/SLT

E – early exit from site (counted as absence, but number of minutes of learning missed (against end of day) to be recorded in the drop-down menu) > coded by Michelle in PS and Attendance Officer in SS