



مدارس أدنوك  
ADNOC SCHOOLS

## **ADNOC Schools Attendance Policy**

*Reviewed on Feb 2023*

*Next Revision date: Feb 2025*

## Attendance Policy

### Objectives

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils, and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

### Commitment to Attendance

Adnoc School is committed, in partnership with the parents/carers, students, governors and Aldar Academies, to building a school which serves the community and of which the community is proud.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

### Parent Responsibility and The Law

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

[a] To his age, ability, and aptitude and

[b] To any special needs he may have (either by regular attendance at school or otherwise).

For educational purposes, the term parent is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorized, unauthorized or as an ADEK approved educational activity [attendance out of school]. Only the Principal or a member of staff acting on their behalf can authorize absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorized.

### Categorization of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

## 1. Unauthorized absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping trips
- Excessive illness without medical evidence.

## 2. Authorized absence

This is for those pupils who are away from school for a reason that is deemed to be acceptable.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Educational trips and visits
- Sporting activities
- Approved education off site
- Most types of dual registration

## Registration & Lateness

- The school day begins at 7.45am
- School finishes at: KG – 1.55pm / G1-G12 – 2.40pm

Parents of children arriving after the gate(s) close should sign their child in via the front office (elementary) giving an explanation; children will then be escorted to their class by a member of staff. Any student who arrives within this period will be marked as late.

G6-G12 should sign themselves in and get a late slip and proceed directly to class.

## Escalation Process

If a child is absent for any reason, it is the responsibility of the parent to notify the school. We have an absence procedure which can be found in Appendix 1.

## Ten Days Absence

Any pupil who is absent without an explanation for 10 consecutive days will be referred to School Counselor.

## Frequent Absence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are discussed between the school, the parents, and the child. The school Education Welfare Officer meets with school staff regularly to discuss attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by:

1. Phone call to parent and issues discussed with student within school.
2. Letter sent to parents stating concerns.
3. Meeting at school
4. Signposting & support for the parents

If this is unsuccessful the school will refer to Education Welfare.

### Persistent Absentees

Children who are persistently absent (e.g., Attendance of 90% or lower) are referred to the school counselor, and written proof of absence will be required by the school, for example an appointment card, prescription or doctors note.

### Failure to ensure regular school attendance

Failing to ensure your child's regular school attendance and are not engaging with supportive measures to improve attendance will be reviewed by the school.

### Exceptional Leave of Absence

There is no automatic entitlement in law to time off in school time to go on holiday. The school does not authorize any holiday time during the school semester.

Where a parent wishes to request a leave of absence, a formal request must be made on the appropriate form, in writing, to the principal who will consider the application on behalf of the Governors. Parents are not entitled to leave of absence for their child/ren as a right and this will only be granted in exceptional circumstances, e.g., for compassionate reasons, and once the principal **has considered**:

- the child's record of attendance (not below **94%**) This is our Target agreed with ADEK.
- *if leave of Absence is granted it shall not exceed five school days* in any one year, as agreed by the SGG/Aldar Academies.
- the time of the leave, ensuring that it would not prevent the child from missing any important examinations/assessments/school events.

Leave of absence, for exceptional circumstances, **will not be granted if additional leave is taken as holiday either side of this time. Proof of flights or other documentation supporting the request must be produced if asked for.**

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. The school will only authorize leave of absence in term time in exceptional circumstances.

If a holiday is taken without prior authorization by the school, it will be recorded as an unauthorized absence and Education Welfare will be notified. Parents should not consider a request for absences during examination week.

## The school Counsellor

If attendance problems cannot be resolved by school, then the school will make a referral to the school counselor. The SC will try to resolve the situation but if attempts to improve attendance have failed, but unauthorized absence persists, the SC can use sanctions such as parenting contracts, daily report cards.

## Tardiness

### ANY student who arrives late must:

1. Report to reception
2. Sign in
3. Collect a 'Late Slip'
4. Go immediately to their class or assembly – Depending upon their time of arrival

### Consequences for Tardiness

- ✓ Students who arrive at school late repeatedly will receive an after-school detention
- ✓ If the lateness continues parents will be brought in for a meeting and will be asked to sign an undertaking
- ✓ If the lateness continues a letter of formal notification will be sent home and the student will be put on daily report
- ✓ If the persistent offer is a 'car rider' the recommendation from the school will be for them to take the school bus to ensure their child is on time every day as an alternative to moving schools.
- ✓ If neither the parent or the student takes heed of the warning, or the undertaking and the tardiness is having a detrimental impact on the students learning and that of their peers due to constant disruption to lessons a referral to ADEK will be made for a transfer to another school.

## Promoting attendance

Adnoc School encourages regular attendance in the following ways:

- By marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at the school office after the morning bell, a late 'mark' will be recorded. If a child arrives late (after 9.00am) it will be recorded as late 'absence' and counted as an unauthorized absence, without a verbal or written explanation from the parent.
- Celebrating good attendance in newsletters.
- Weekly and termly rewards
- By monitoring pupils, informing parent, in writing, of irregular attendance, arranging meetings with them if necessary, and referring the family to school counsellor (SC) if the irregular attendance continues.

- All students must be given a registration mark each day. There are two sessions that require a registration mark.

## Interventions to Raise Attendance & Ensure Safeguarding

### First day contact system

Adnoc Schools emphasize parents' prime responsibility for ensuring attendance by asking parents to inform them as soon as possible if their child will not be attending school on a particular day. If a student is absent without explanation, school administrative staff should, wherever possible, contact the parents that same day, including in cases where the student skips lessons after registration. A declared and active policy of first day contact makes clear to students and parents that absence is a matter of concern and will be followed up. By contacting the parent, the school also ensures that the parent is aware that their child is not in school enabling the parent to take steps, where necessary, to establish that their child is safe.

### Raise the profile of attendance

- ✓ Adnoc Schools raise the profile of attendance with parents and the wider community through the use of home-school agreements, Parent/Teacher Conferences, school newsletters, SMSs and 'Open' Houses.
- ✓ The school promotes good attendance around the schools and highlights the importance of attendance and the implications extended absence has on a child's learning.
- ✓ When welcoming and inducting new parents and students the schools stress the importance of punctuality and attendance.
- ✓ Communicate frequently with parents about positive achievements and improvements and in ways which emphasize the responsibility and role of parents.
- ✓ Issue regular reminders to parents of school procedures for notifying the school of a pupil's absence.
- ✓ Use the schools Reward System to encourage students to come to school.
- ✓ Make 'Attendance' visual throughout the school. **E.g.**, Graphs, charts, displays, Attendance of the week etc.

This policy will be reviewed **EVERY** 2 years.

**Next Review:** Feb 2025