

Attendance and Punctuality Policy

2023 - 2024



Next review date: August 2024

This policy has been read and adopted by AAESS Board of Directors and Principal:

Signed:



For and on behalf of AAESS Board of Directors

Date: August 2023

Signed:



Mr Andrew Thomas, Principal

Date: August 2023

Rationale:

The ethos of this school places a high value on the regular attendance and punctuality of all students. Every lesson in school has an educational value; therefore attendance and punctuality support the school's foremost aim of pupil learning.

Aims:

- To maximise attendance rates for all students individually and for the school community as a whole.
- To clarify staff roles and responsibilities regarding attendance and punctuality.
- To inform students and parents of the clear procedures to be followed in cases of absence or lateness.

Procedures in the Primary School:

- All adults in school to provide a good role-model for students in terms of punctuality and attendance.
- Accurate and thorough marking of the registers at the beginning of each school session (morning and afternoon), using the agreed system of symbols. At AAESS we use I-campus to keep registers.
- Attendance is taken twice a day: 7.30am and 12.15pm
- The attendance officer will record all telephone messages on the list of absentees kept in the office.
- The attendance officer will pursue reasons for the first day of all absences and to inform the Principal of School if no satisfactory reason is given.
- The attendance officer will contact parents requesting reason for recent absence and Head of School to be informed if necessary.
- Class teachers in the Primary School will monitor student absences and overall attendance weekly.
- Family holidays within school term times will be classed as unauthorised absences unless there are very exceptional circumstances. Most holiday absences will be classified as unauthorised and parents will be informed accordingly.

- First letter will be issued to parents if a student has more than 3 unauthorised absences in any period.
- A second letter will be sent home to the parent upon the next unauthorised absence.
- After the 6th unauthorised absence, the parent will receive a letter and be called in for a meeting with the Head of School; should absenteeism persist then it is referred to the Principal who will report to ADEK.
- When a student's absence is due to hospital/doctors' appointments or treatment families the school will request photocopies of any relevant paperwork.
- Students late for the start of the morning session will report to the school office in the first instance. If their arrival is before 9.30am then they will be recorded as late but present, if a student arrives after 9.30am, it is considered as an absence for the whole morning.
- A first letter will usually be issued to parents if students have more than 3 unauthorised absences in any period.
- A second letter will be send home to the parent upon the next unauthorised absence.
- After the 6th unauthorised absence the parent will be called in for a meeting with the Principal.
- Class teacher will prepare termly reports to the parent on the levels of attendance and punctuality.
- When an individual student's attendance falls below 90% for any term or causes concern for other reasons, this will be discussed with the Head of School on the next scheduled visit.
- Parents of students who are late for sessions more than three times in any one term will receive a standard letter from the class teacher and this will be discussed with the head teacher.
- Students with full attendance for the whole year will receive a special certificate and a book token or similar prize.

Procedures in the Secondary School:

- All adults in school to provide a good role-model for students in terms of punctuality and attendance.
- Accurate and thorough marking of the registers at the beginning of each school session (morning and afternoon), using the agreed system of symbols. At AAESS we use I-campus to keep registers.
- Attendance is taken twice a day: 07.30 & 12.15
- The attendance officer will record all telephone messages on the list of absentees kept in the office.
- The attendance officer will pursue reasons for the first day of all absences and to inform Head of School if no satisfactory reason is given.
- The attendance officer will contact parents requesting reason for recent absence and Head of School to be informed if necessary.
- Form tutors monitor student absences and overall attendance.
- HOKS's are involved when there are attendance issues. They will write to the parent inviting them into school to discuss their child's attendance.
- If the attendance issue continues, parents will be asked to come into school for a meeting with the Head of School to discuss the student position in the school and solutions.
- Should absenteeism persist then it is referred to the Principal who will report to ADEK.
- Family holidays within school term times will be classed as unauthorised absences unless there are very exceptional circumstances. Most holiday absences will be classified as unauthorised and parents will be informed accordingly.
- When a student absence is due to hospital/doctors' appointments or treatment families we be asked for a photocopy of any relevant paperwork.

PUNCTUALITY

- Students late for the start of the morning or afternoon session will report to Reception to register.
- Form Tutors will send the Late Arrival to School letter to parents if a student has more than 3 unauthorised absences in any period (4 week period).
- If attendance does not improve the student is placed on a Form Tutor Punctuality Monitoring Report.

- If the student fails to make the necessary improvements they will be placed on a Head of Year Punctuality Monitoring Report.
- Failure on this tier will lead to the student working with the Head of School on a SLT Punctuality Monitoring Report.
- If no progress is made on any tier then parents will be invited in to discuss their child's future at the school.
- When an individual student's attendance falls below 90% the Head of School will intervene and work with the student and parents.
- Students with full attendance for the whole year will receive a special certificate at the end of the academic year.

AAESS promotes Inclusion across all key stages therefore the features of this policy are also applicable to our Students of Determination and all those receiving Learning Support services at the School.

Primary Punctuality and Attendance Processes: (When, What and Who)

Number of occasions late/absent for the term	Action	Person responsible
1 st occasion	Verbal prompt	Class Teacher
2 nd and 3 rd occasions	Note in Home-School Communication Book	Class Teacher
4 th occasion	First letter home to parents (<i>First letter proforma</i>)	Class Teacher
	Copy of letter to office	Class Teacher
	Notify Head	Class Teacher
5 th occasion	Second letter home to parents (<i>Second letter proforma</i>)	Class Teacher
	Copy of letter to office	Class Teacher
	Notify Head	Class Teacher
6 th occasion	Notify Head	Class Teacher
	Letter home	Head
	Copy of letter to office	Head
More than 6 occasions	Action at discretion of Head of School	

Annexures:

Absence Reminder – Letter 1

Date:

Dear Parent/ Guardian

Re. Child's name

I am writing to advise you of my concern about your child's absences.

Since the beginning of this half term:

Number of days your child has attended school:

Number of times absent:

Should there be exceptional circumstances causing these absences or any way school can help support your child's attendance please don't hesitate to contact me.

Thank you for your co-operation.

Yours sincerely,

(Class teacher)

Absence Reminder – Letter 2

Date:

Dear Parent/ Guardian

Re. Child's name

I am writing for a second time to advise you of my continued concern about your child's absences.

Since the beginning of this half term:

Number of days your child has attended school: X

Number of times absent: X

At school we fully appreciate that there can be exceptional circumstances which result in your child being absent.

However, it is my duty to inform you of possible consequences of persistent absence:

- Children may be distressed or upset about being away from school;
- Children miss important lessons, including English and mathematics;
- Children are not learning the value of good attendance – an important life skill;
- Persistent absence means that your child is missing parts of the curriculum which may have a negative impact upon their assessments and examination results.

As I stated in the previous letter should there be exceptional circumstances causing these absences, or any way school can help improve this situation, please don't hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely,

(Class teacher)

Not collected after School – Letter 1

Date:

Dear Parent/ Guardian

Re.

I am writing to advise you of my concern about your child being left after school has finished for the day.

Since the beginning of this half term:

Number of days your child has attended school:

Number of times left after school:

I would like to remind you that the end of the normal school day is 14:30 and that children should be collected by 14:30 unless they are attending an after-school club.

Should there be exceptional circumstances causing this late collection or any way school can help improve this situation, please don't hesitate to contact me.

Thank you for your co-operation.

Yours sincerely,

(Class teacher)

Not collected after School – Letter 2

Date:

Dear xxxxxxx,

I am writing for a second time to advise you of my continued concern about your child being left after school has finished for the day.

Since the beginning of this half term:

Number of days your child has attended school: X

Number of times left after school: X

I would like to remind you that the end of the normal school day is 14:30 and that children should be collected by 14:30 unless they are attending an after-school club.

At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause your child to be left on occasion.

As I stated in the previous letter, if school can help improve this situation or should you wish to discuss the reasons for your child being left, please don't hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely,

Class teacher

Punctuality – Letter 1

Date:

Dear Parent/ Guardian

Re.

I am writing to advise you of my concern about your child's punctuality.

Since the beginning of this term: DATE

Number of days your child has attended school:

Number of times late:

Should there be exceptional circumstances causing this lateness or any way school can help improve this situation, please don't hesitate to contact me.

Thank you for your co-operation.

Yours sincerely,

(Class teacher)

Punctuality – Letter 2

Date:

Dear Parent/ Guardian

Re. Child's name

I am writing for a second time to advise you of my continued concern about your child's punctuality.

Since the beginning of this half term:

Number of days your child has attended school: X

Number of times late: X

At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause your child to be late on occasion.

However, it is my duty to inform you of possible consequences of persistent lateness:

- Children may be distressed or upset about arriving late.
- The late arrival of a child causes disruption for the rest of the children once the lesson has begun.
- Children miss important parts of the lesson, which, in the morning, usually means they are missing English or mathematics.
- Children are not learning the value of being punctual – an important life skill.
- Persistent lateness means that your child is missing parts of the curriculum which may have a negative impact upon their assessments and examination results.

As I stated in the previous letter, should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely,

Secondary Late Arrival to School Letter

Late Arrival to School

Date: _____

Dear Parent/Guardian of _____

I am writing to express our concern over the number of occasions on which your son/daughter has arrived late to school.

It is very important that your child is on time at **7.35am** each morning for form tutor registration and all lessons. We would ask for your support and co-operation in this matter.

As traffic is busy in the vicinity of all schools in Al Ain early each morning, it is important for your transport arrangements to take this into account; your son/daughter needs to reach school with sufficient time to arrive at registration at **7.35am** every day.

If the situation does not improve we will need to arrange an appointment with you to discuss your child's persistent lateness.

Please tear off and sign the slip below to show that you have seen this letter. Reply slips must be handed to the Form tutor or Academic Year Head.

Yours Sincerely,

(From Tutor/Academic Year Head)

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Date: _____

Name of Student: _____

Tutor Group: _____

Parent/Guardian Signature: _____