



Student Attendance Policy

Policy Created	September 2024
Policy Review date	August 2025

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Mr. Phillip Morris



Date: 01-09-24



Policy Statement

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

The Ministry of Education and ADEK's view on attendance has been taken into account in drawing up this policy.

Outstanding – 98% and above

Good – 96%

Acceptable – 94%

Unacceptable – below 94%

AIM OF STUDENT ATTENDANCE POLICY

The aim of this policy is:

- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To set out the School's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.
- To encourage students to attend all classes promptly, so that they maximise the educational benefit of being in School.
- To ensure that unauthorised absences are dealt with firmly and effectively.

BASIC REQUIREMENTS AND RESPONSIBILITIES IN RELATION TO STUDENTS' ATTENDANCE AT SCHOOL

- Students are expected to attend School on every school day as specified in the school calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Teachers shall maintain a record of attendance by students for every lesson.
- Schools will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians will make every effort to ensure that their children attend school every school day and arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly.
- When a student returns to School following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during their absence.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

ROLES & RESPONSIBILITIES

The responsibility for raising and promoting attendance is shared by parents, students and all school staff. By cooperating and working together we can improve attendance and this, in turn, will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Parents are responsible for:

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school by 7:30 am that their child is absent, on each day of absence and providing a reason.
- Providing the school with a written reason for absences longer than 1 day, if the absence is not sickness related.
- Scheduling family vacations to coincide with scheduled school breaks.
- Helping students to understand the importance of going to school and showing disapproval of missing school.
- Making all appointments outside of school time e.g. dentist/doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.

Teachers are responsible for:

- Marking the attendance every morning by 7:40 a.m.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by pupils and their parents.
- Informing the Arabic Secretary /Phase Leader / Senior Leader if a student is absent from school for more than 2 days without any notification.
- Informing the Phase Leader / Senior Leader where there are concerns and taking appropriate action as advised.
- Organising an individual student monitoring and reward system for target students with poor attendance.
- Emphasising with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

Principal / Head of School or delegated senior staff, are responsible for:

- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Overall monitoring of school attendance.
- Overall preparation and implementation of the attendance policy.
- Processing holiday requests.
- Promotion of the importance of attendance during assemblies and publication

TYPES OF ABSENCES

Authorised Absences

For this policy, authorised absence refers to requests from Parents/Guardians for:

- Illness.
- Death of a first or second-degree relative.
- Scheduled doctor appointments.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

Unauthorised Absences

The following types of absences are to be regarded as unauthorised:

- Shopping trips.
- Unnecessary travel.
- Other types of absences are not included in the authorised absences list.

ATTENDANCE PROCEDURES

All schools will establish attendance procedures designed to ensure that:

- The school will keep accurate daily attendance data for each student collected before or during the first lesson of the school day and entered into eSIS before the end of the second lesson of the school day. This shall include entry of data provided by parents/guardians regarding students' absences.
- All issues of students with repeated unexcused absences are directed to the Principal / Vice Principal / Senior Leader for resolution. The senior leaders may direct the Social Worker or other school-based staff to address the issue with parents/guardians.
- All parents are provided with a termly updated letter detailing the number of days late to school, number of days absent and number of times late to class (Secondary students only).
- The school Behaviour Management Plan will include procedures for managing unexcused student absences, including part-day unexcused absences from lessons and school events.

Start of the Day Procedures

- Creative British School promotes high levels of attendance and punctuality across the school. The school gate opens at 7:15am.
- CBS students are expected to report to their respective classes by 7:30 am.
- The National anthem will be sung by all students at 7:30am, students arriving after this time will be considered late.
- Morning Form room activities are from 7:40 am to 8:00 am.
- After 9:30 am, the Admin team will send sms to parents via eSIS for any unauthorised absence

NB- unauthorised absence is only to be used when we have had no reason given by the parents for the absence. The admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.

End of the school day

During the school dispersal time, the class teacher's responsibility is to make sure that the children in their care are supervised until they are collected. Students can only be collected by the parents or an authorised person. All information should be kept in the Teacher File and shared with any teacher who is dismissing the class.

Early Departure from the School

When a child needs to leave school early, the parent is responsible for completing the Early pick-up form. If parents collect their children early from school they must get an exit pass from the reception. The exit pass must be shown to security on departure of the premises.

POSITIVE STRATEGIES TO ENCOURAGE ATTENDANCE

In order to encourage regular attendance, the school operates the following rewards:

- Individual certificates will be presented termly to students who have achieved 100% attendance that term.
- Monthly incentives to the class with the highest attendance record.
- Class bear and certificate will be awarded each week.

CONSEQUENCES OF ABSENCES

- **Missing Assessments:** If a student misses an external test or examination due to an unexcused absence, credit will not be awarded for the missed test or examination and this will impact the final mark/letter accordingly.
- **Missing Assignments:** Students are responsible for completing all assignments missed during absences.
- **Referral to Social Worker:** If a student accumulates 5 unexcused absences during one school year, in addition to normally required procedures to address poor attendance, they shall be referred to the school Social Worker. An intervention program to improve attendance developed in consultation with the parents and which includes regular ongoing communication with parents, will be put in place.
- **Formal interview with Vice Principal and Parents:** If a student accumulates 10 unexcused absences during one school year, the student and their parents/guardians must attend an interview with the Vice Principal and Social Worker. At this time, the consequences of further poor attendance must be made clear to the parents and students. The intervention program must be revised and an agreement regarding attendance for the remainder of the school year must be negotiated and signed.
- **Referral to Academic Review Committee:** If a student accumulates 15 or more unexcused absences during one school year, they shall be referred to the school's Academic Review Committee with a recommendation that they be retained in the same grade the following year. If the student is 16 or younger and has already been retained twice previously, then they must be promoted to the next grade, with support from an ongoing intervention plan.

LATENESS

Creative British School promotes high levels of attendance and punctuality across the school. CBS students are expected to report to their respective classes by 7:30 am. Students coming after 7:35 am will register their name and time of arrival at the school gate and will be recorded as late into the CBS ERP system. Persistent lateness will be addressed initially with the parent and escalated to SLT. The school will take the following action for the late comers;

Lateness Procedure	
Number of late arrivals	Procedure
1-2 times late	<ul style="list-style-type: none">● Recording as late into the CBS ERP system.● Phone call home to find reason for lateness
Third time late	<ul style="list-style-type: none">● Phone call home from school to inform you that you have 3 late arrivals.● The first official warning letter issued
4-5 times late	<ul style="list-style-type: none">● Phone call home from school to inform you that you have 4/5 late arrivals.
Sixth time late	<ul style="list-style-type: none">● Parents attend a meeting with the social worker and either the Vice Principal or Principal● The second warning letter issued
Any Further lateness	<ul style="list-style-type: none">● Parents meet with the Principal or Vice-Principal each time.● Potentially withdrawal of school place for next academic year.

MONITORING AND REVIEW

This policy is reviewed annually by the Principal and in discussion with the SLT and School Administration.