



PEARL
BRITISH ACADEMY

Attendance Policy

2023-2024

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Introduction

At Pearl British Academy, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education.

Start of the School Day

7.30am	Gates open
7.45am	National Anthem plays
7.50am - 7.55am	Register taken
7.55am	Period 1 bell. (Children arriving after 7.55am will be registered as late on Engage by Angeline).

Morning Registration

- After the National Anthem has played at 7.45am, the class teacher will take the register on Engage using 'session attendance' for the morning.
- From 7.50am to 7.55am, children present in the class should be marked as present. Children who are not present should be marked as 'unauthorised' or 'Ill' and copy and paste the email message from the parents.
- Children arriving in school after 7.55am will be recorded as L late on the register by Angeline and the time and reason recorded in the notes on Engage.
- At 8.30am Angeline emails teachers to ask for confirmation of unauthorised absences.
- Angeline then telephones the family of any absent children.
- Angeline will update the code from U unauthorised to explain the absence.
- If Engage is not working or if there are internet problems, the class teacher should take the register on paper. If there is no internet, the class teacher should telephone Angeline to inform her of any absence.
- If the class teacher is absent, the person responsible for taking the class will take the register.

Afternoon Registration

- The class teacher will take an afternoon register using 'session attendance' on Engage, after lunch.

Late Arrival to School

- Every Thursday afternoon Angeline sends the Late Arrival Report to the School Counsellor. Parents of any child arriving late twice since previous report will be contacted by the School Counsellor by the end of the week and send a follow-up email which is saved on the Day Book.
- If no improvement is made, the late arrival letter is sent and saved on the Day Book.
- School Counsellor to inform Head of Pastoral if no improvement made after the letter has been sent. Head of Pastoral to set up a meeting with the parents.

Early Collection from School

- The Pearl British Academy requests that parents do not collect children early from school. In cases where this is unavoidable, for example a medical appointment where an after-school time was not available, the parents should inform the class teacher at least a day before early collection is required.
- Parents must complete an 'Early Collection Form' which is sent by Angeline in advance.

Late Collection from School

- Children not collected by 2.45pm must be recorded on the Day Book on Engage as late collection by Angeline.
- ECA Children not collected by 3.45pm must be recorded on the Day Book on Engage as late collection by Angeline.
- Every Thursday afternoon Angeline sends the Late Collection Report to the School Counsellor. Parents of any child collected late twice since previous report will be contacted by the School Counsellor by the end of the week and sent a follow-up email which is saved on the Day Book.
- If no improvement is made, the late collection letter is sent and saved on the Day Book.
- School Counsellor to inform Head of Pastoral if no improvement made after the letter has been sent. Head of Pastoral to set up a meeting with the parents.

Authorised and Unauthorised Absence

- Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education.
- Any children who miss the first day of any new term will receive a letter informing them of the unauthorised absence and school dates by Angeline.
- The school does not authorise holiday or travel during term.
- Requests for authorised absence must be made on a **Request for Absence Form** given to the School PA, Jennibeth or Angeline, who will refer it to the Principal. This should reach the school at least seven days in advance. (In an emergency, parents are asked to email the class teacher). The Principal will either approve or not approve requested absence. If the request is denied, the absence will be marked as 'unauthorised' on the register and this will be calculated in the termly school report.

Illness

- If a child is ill, parents are requested to e-mail the class teacher or telephone reception. The teacher or Angeline should use the dropdown for 'Absent (illness)' on Engage and record the reason in notes.
- This must be followed up by an email/hard copy of the medical certificate from the doctor if the absence is *more than one day*.
- Day 1 of illness recorded as Absence (illness).
Day 2 of illness recorded as unauthorised. All unauthorised absences will be changed by Angeline on submission of a medical certificate.
- All medical certificates are sent to Angeline who updates Engage. The medical certificates are then sent to the School Nurse who follows up with the parents if necessary and files the medical certificate.

Celebrating Good Attendance and Punctuality

- Each week during assembly, classes with 98%+ attendance for the previous week will be celebrated. The class will receive a pearl to put in their oyster on their classroom door and they will receive recognition in the weekly newsletter.
- Every half-term the class attendance percentage will be added to the newsletter. The class with the highest attendance percentage in each Year Group will receive 5 bonus pearls.
- At the end of every term and academic year, 100% and 98% attendance certificates are awarded.

Monitoring General Attendance by Class Teachers

- If a child is noticeably absent from school, the teacher should use their professional judgement and contact the School Counsellor by email and Cc Head of Pastoral.
- The School Counsellor will then follow-up appropriately depending on the situation.

Monitoring General Attendance over the Year (SLT)

- Angeline will monitor attendance of all children in the school from the beginning of the academic year. The start date for this analysis will always be the first date of Term 1.
- Angeline will monitor all attendance on a fortnightly basis and send the School Counsellor the Attendance Report of any children whose attendance is 96% or below using the highlighted excel document on Wednesday.

Green – improving	Yellow – stable	Red – decreasing	Clear new to the analysis
No action needed	No action needed	Action required	Action required

- School Counsellor will then follow-up appropriately depending on the situation, informing the Class Teacher and whoever else is involved of the next step.

First instance	Class Teacher sends letter one. Saved on the Day Book.
Second instance	Head of Key Stage sends letter two and arranges a meeting with the parents. Attendance agreement signed. Saved on the Day Book.
Third instance	School Counsellor sends letter three and arranges a meeting with the parents. Attendance agreement reviewed and attendance plan put in place. Saved on the Day Book.
Fourth instance or non-compliance from parents	Head of Pastoral sends letter four and arranges a meeting with the parents. Saved on the Day Book.
Further concerns	Escalated to Principal. Consequences are at the Principal discretion. Saved on the Day Book.

Consecutive Absence/No contact from parents

The school is unable to contact the family at all so this is more serious and requires faster action as this could be a child protection issue. All Actions to be recorded on CPOMS.

Day		
1	Angeline calls home.	Recorded on CPOMS, alert Child Protection Coordinators (CPCs) and School Counsellor.
2	Angeline calls home.	School Counsellor emails Letter 1 to the parents. Saved on CPOMS.
3	Saleha calls home.	
4	Saleha calls home.	Letter 2 emailed home by the Head of Key Stage. Copy in CPCs. Saved on CPOMS.
5	Asil or Saleha to contact ADEK and the Ministry of Education.	Letter 3 emailed home by Principal. Saved on CPOMS.
6	Saleha to continue calling every two days.	Child Protection Coordinators inform FCA.

Reporting Attendance on Engage and to ADEK

98%	Outstanding
96%	Very Good
94%	Good
92%	Acceptable
90%	Weak
Less than 90%	Very Weak

Attendance is reported termly to parents on the child's school report. An attendance dashboard is also accessible to parents on the Parent Portal.

Attendance is reported accumulatively.

In Term 1, attendance is reported for Term 1.

In Term 2, attendance is reported for both Term 1 and Term 2 together.

In Term 3, attendance is reported for Term 1, Term 2 and Term 3 together.

Late is considered as present on the school report but will also be highlighted.

Double check that your pastoral comments on attendance match the attendance record.

At the front of the report there is a pie chart of the child's attendance which is pulled from the school register. Your terminology and school attendance terminology must be consistent.

To do this quickly you can export your whole class from Engage.

- Go to register and then attendance analysis
- On here keep 'attendance mark' to all and 'attendance type' to session
- Date from 1st September to the current date
- Then click 'Go'
- Once generated click School
- Then Year group – class
- You will see your class and the attendance column % (scroll right to the last column)

Absence and Attendance Codes

Code	Reason	Colour	Recorded as In Attendance	Notes
/	Present		Y	Default
A	Authorised Absence			Note to be included on the system detailing reason. Includes: Interviews Funeral/Bereavement Holiday – Principal Authorised Observance Non-School based exam – e.g. Music Holiday – Principal Approved <i>Study Leave</i>
I	Absent (Illness)			Note re doctors note if supplied
M	Absent (Medical Appointment)			Note re details if supplied
E	Authorised Absence (Educational Activity)		Y	Note re place / time / activity type / duration Work Experience
U	Absent (Unauthorised)			Also used for when pupil leaves site?
C	School Closure: ADEC/ Forced / Partial School Closure		Y	ADEC/MoE approved closure Flood/transport/boiler et
L	Late		Y	Arrived late, before the register has been closed – time specified
R	Late – Register Closed		Y	Arrived late after register has closed. Reason must be recorded as a note as well as time of arrival
F	Family Emergency			Reason must be recorded
H	Holiday - Not approved			Acknowledged but not approved. Can be amended after event if approved.
X	Excluded			Temporary Suspension

All other codes will have (DO NOT USE) as a prefix. They cannot be removed as data is attached to them. Please do not use these codes when marking your register as this will cause issues with the quality of our attendance data.