



**PEARL**  
BRITISH ACADEMY

# Attendance Policy

2024-25

Written by: AC/SHL  
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Reviewed by:

## Rationale

Attendance and Punctuality is everyone's responsibility. Excellent attendance is vital to making sure that children make good progress and have the best chances for success in life. Pearl British Academy actively promotes and encourages 100% attendance for all children.

We expect all our children to:

- ✓ Attend every day
- ✓ Attend on time
- ✓ Attend ready to learn

ADEK grades school attendance using the below parameters:

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

## Parental Agreement

It is important that parents, children and school work together to improve and maintain high attendance and punctuality rates. The responsibilities of the parents include:

- ✓ Following school's procedures as detailed in the policy
- ✓ Actively promoting their child's attendance and punctuality and abiding by the times set by the school for the start and end of the school day
- ✓ Communicating with the school and providing the necessary evidence if a child is absent or has a medical appointment
- ✓ Understanding and upholding the school's policy that states that continued lateness and absenteeism will result in measures that will effect the choices of the student's enrolment for the following academic year
- ✓ Requests for authorised absence must be made on a *Request for Absence Form* (Appendix 3) given to the Principal's secretary or the receptionist, who will forward it to the Principal. This form should be sent to school at least seven days in advance. In an emergency, parents should 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 reported as absence in the termly school report.
- ✓ If a child is ill, parents are requested to email the class teacher or telephone the receptionist.

## Morning Registration

- ✓ After the National Anthem has played at 7.48am, the class teacher takes the register on the MIS system using 'session attendance' for the morning. The register codes in Appendix 1 should be used. If the class teacher is absent, the person responsible for taking the class will take the register.
- ✓ 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.' The email from the parent should be copied and pasted in to the notes on the register.
- ✓ Fields must not be left blank.
- ✓ Children arriving in school after 7.55am will be recorded as late on the register by the receptionist who will record the time and state the reason in the MIS notes.
- ✓ The receptionist telephones the family of any absent children by 8.30am.
- ✓ The receptionist updates the code from 'unauthorised' to the relevant register code in Appendix 1.

## Illness

- ✓ If a child is ill, parents should email the class teacher or telephone the receptionist.
- ✓ The teacher or receptionist should use the code, 'Absent (illness),' on the MIS and record the reason in the 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 Reception on submission of a medical certificate.
- ✓ All medical certificates should be sent to Reception. Reception updates the MIS.
- ✓ The medical certificates are then sent to the School Nurse, who follows up with the parents where necessary and files the medical certificate.

## Early Collection from School

Parents should 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 parent should inform the class teacher at least a day before early collection is required. Parents must complete an *Early Collection Form* (Appendix 2), which is sent by reception in advance.

## Late Collection from School

Children not collected by 2.45pm are considered late. At 2.45pm, the receptionist telephones the parents of any late children and records lateness on CPOMs. Children registered in after school clubs are recorded as late at 3.45pm with the steps above repeated.

## Authorised Absence

The school will only authorise the following types of absence, provided they are supported by a signed letter from parents or official documents from appropriate authorities:

- ✓ Illness
- ✓ Death of a first or second degree relative
- ✓ Medical appointment scheduled prior to the absence
- ✓ Official community task
- ✓ Mandatory appearance before an official body
- ✓ Essential urgent family travel (medical care/death in the family)
- ✓ Attendance of conferences, competitions, and events, with the permission of the Principal
- ✓ Work in the entertainment industry
- ✓ Observation of religious holidays that are not defined as public holidays in the UAE
- ✓ Examination leave

The school does not authorise holiday or travel during term. Requests for authorised absence must be made on a *Request for Absence Form* (Appendix 3) given to the Principal's secretary or the receptionist, who will forward it to the Principal. This form should be sent to school at least seven days in advance. In an emergency, parents should 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 reported as absence in the termly school report.

## Reporting Attendance in the Termly School Report

Attendance is reported termly to parents on the child's school report. 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 the entire academic year.

### Attendance Concerns

Attendance is analysed the week before every half term/end of term by the administration team. The following steps are followed for any child whose attendance is less than 94%:

94%	Attendance Letter 1 (Appendix 4) issued to parents
92%	Attendance Letter 2 (Appendix 5) issued to parents - Meeting scheduled with key stage leader
90%	Attendance Letter 3 (Appendix 6) issued to parents - Meeting scheduled with SLT

### Consecutive, Unexplained Absence

When the school is unable to contact the family, the following actions should be taken:

Day 1	Receptionist calls home Recorded on CPOMS
Day 2	Receptionist calls home Recorded on CPOMS / Alerts SLT
Day 3	Receptionist calls and emails home Recorded on CPOMS / Alerts SLT SLT escalate to HQ/ADEK

### Celebrating Attendance

We have a number of ways to celebrate good and improving attendance. We realise that it is important to recognise improved attendance from any starting point and that for some children there are complex barriers which may make attending school every day more challenging (e.g. a child with regular hospital appointments). Our celebrations recognise improvements for individuals. We also look at class attendance and improvements in the short-term and over time. Our celebrations include:

- ✓ Certificates for good/improving attendance
- ✓ Weekly class of the week attendance for each key stage
- ✓ Termly rewards for most improved and 100%

Appendix 1 - Register Codes

Code	Reason	Colour	Recorded as In Attendance	Notes
/	Present		Y	Default
A	Authorised Absence			<b>Note to be included on the system</b> detailing reason. Includes: Interviews Funeral/Bereavement Holiday – Principal Authorised Observance Non-School based exam – e.g. Music Holiday – Principal Approved Study Leave
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.



Appendix 2: Early Collection Form



Child's Name	
Class	
Date and Time	
Reason for early collection. Please explain in detail.	
Parents/Guardian signature ..... Date .....	
	APPROVED EVIDENCE PROVIDED e.g. medical certificate or letter from a doctor.
	APPROVED PENDING EVIDENCE
	NOT APPROVED
	PRINCIPAL'S DECISION
Approved	Not Approved
Principal's signature ..... Date .....	