

Attendance policy

Introduction

Al Murooj Scientific Private School believes that good attendance and punctuality are vital in enabling students to make the most of their learning opportunities and thus prepare them for the demand of their adult life. This is in accordance to Policy 54 (Article 59 of the Organizing Regulations) of the Private Schools' Policy and Guidance Manual. As a school we will do all we can to maximize attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

A parent or guardian may be at risk of committing child neglect and be subjected to a Safeguarding report to be logged if attendance falls below the recommended levels. A child who is absent with no reason for more than five days will be referred to the Designated Social worker / Psychologist.

To this purpose, we give high priority to conveying to parents/guardians and Students the importance of regular and punctual attendance. We recognize that parents/guardians have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilized whenever there is a concern about attendance and punctuality.

**** Attendance:**

We expect children to have at least 95% attendance a year. **ADEK rulings state that if a child has 25 days off a year- 87% attendance- the school should not promote them to the next academic year.** This would have a very detrimental effect on their learning, and self- esteem, and we do not want that to happen.

****Sickness**

We all know that children are unwell at times, but we have a fully qualified school nurse on our premises at all times. Unless they have been vomiting, or have a temperature above 37.5, if you are unsure as to whether your child is well enough to attend school- please send them in- we will contact you if we need to.

****Holidays**

We are only in school for 180 very important learning days! Please show your child how important school, and learning are by taking family holidays during school holiday time **only**. If there is a special event or family emergency, you may seek the Principal's permission to take a special leave of absence.

****Appointments and early collection**

As mentioned previously, every lesson is important and children at AL Murooj School continue to learn until 01.45pm every day! Please schedule appointments after this time, and refrain from coming to school to pick up your child before the end of the school day. This disrupts their learning and they will make less progress.

****Punctuality**

Learning begins as soon as your child enters school- classes are fully engaged with reading and early morning activities. Please support your child by bringing them to school on time. We have adjusted the gate opening times to allow flexibility in dropping off your children from 7.00am.

Purpose

To recognize that:

- ☞ Regular and punctual school attendance is vital if students are to benefit fully from the opportunities the school offers them
- ☞ Regular attendance makes learning easier
- ☞ The National Curriculum underlines the importance of continuity and progression in the learning process.
- ☞ Students who develop good patterns of attendance and punctuality early on at school tend to continue in this pattern throughout their school life and beyond.
- ☞ With good attendance and punctuality students will achieve better results, greater confidence, have increased self-esteem and develop useful skills for the workplace
- ☞ Students may become vulnerable through events such as bereavement, divorce or separation and we have support systems in place to guide our students

We expect our students will:

- ☞ Attend school regularly and attend all lessons
- ☞ Arrive on time to school and to all lessons
- ☞ Be properly prepared and equipped for the days learning
- ☞ Be fully involved in all lessons
- ☞ Follow correct procedures for attendance and punctuality
- ☞ Carry out any work provided by the school during an authorized absence period.

We expect that **Parents/Guardians**

- Recognize their legal and safeguarding responsibilities for promoting good attendance.
- Place a high priority on attendance and achievement
- Not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where Possible.
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually Social worker or Class Teacher) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues and ensure good attendance and punctuality
- Ensure their child is punctual to school
- Contact school, either by email, or by telephoning reception on the first morning of absence, preferably before 7.45am, whenever their child is unable to attend school.
- In the event of the child contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately and subsequently keep the school informed on progress.

- Complete a leave of absence form for any unavoidable known term time absence.

We expect the **Supervisors/ Class Teacher** will

- ❖ Set an example by having good attendance and arriving on time to registration – supervisor should be in the school by 7.30am
- ❖ Take the register at 8:00 am after the National Anthem has played.
- ❖ Take the register verbally and with the class in silence apart from answering to their name.
- ❖ Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.
- ❖ Accurately mark the register.
- ❖ Ensure absence notes are received.
- ❖ Record reasons for absence accurately on the register.
- ❖ To contact home if a student is absent from school without a reason.
- ❖ If there's no response by the end of the second day the Form supervisor/ Class Teacher calls home.
- ❖ Alert the Social worker/Psychologist if a student has been absent for 3 days and parents have failed to contact school or answer email, or phone call requests. They will then follow up.
- ❖ Alert the Social worker / Psychologist regarding any concerns about absence and punctuality if action they have taken proves ineffective
- ❖ Keep a record of all intervention.
- ❖ Celebrate attendance and punctuality appropriately for the year group e.g. Displays, certificates, letters home, etc.

We expect the **Social worker / Psychologist** will:

- ✚ Promote good attendance and punctuality within his/her year group to ensure targets are met.
- ✚ Collate an attendance and punctuality data sheet at least monthly and give to supervisor to discuss with them during registration.
- ✚ Use a monthly attendance display to raise awareness
- ✚ Ensure all supervisors are familiar with and apply the policy consistently.
- ✚ Provide support for supervisors as required
- ✚ Monitor and supervise the work of their supervisor team in promoting and ensuring good attendance and punctuality
- ✚ Use monthly data analysis to identify individuals and groups. The social worker will be looking for –

- a) Unauthorized absence
- b) Frequent short absences, particularly where a pattern emerges; e.g. every Fridays.
- c) Persistent lateness.

- ✚ Keep a record of all interventions and monitor improvements in attendance and punctuality.

Lateness Procedures

- A student is late if they arrive to registration after 8.00am (after the national anthem has played).
- If a student is late but the register is still open, the student will get a late mark.
- If the student arrives after registration (later than 8.00 am) then they must sign in at reception and receive a late mark and late slip.
- Supervisor must check that students have signed in late and received a late slip.
- Supervisor must keep a record of students who have been late and follow the lateness procedure. (Contacting parents)
- On-going problems will be referred to the Social worker / Psychologist who will give a detention and discuss the problem with the student

School Administration