

Attendance Policy

*“The future holds no place for those who lack knowledge and education.”
His Highness Mohammed Bin Zayed Al Nahyan*

Rationale

Al Bateen Academy believes good attendance is a vital component of student success. Research clearly demonstrates the strong correlation between high levels of attendance and higher exam grades.

Aims

1. To promote positive attitudes towards attendance from students and parents
2. To provide a learning environment which encourages all our students to attend regularly and punctually, enjoy their learning and achieve their full potential

Objectives

1. To achieve 96% + attendance for the school each academic year
2. To minimise persistent absence, days taken as holiday and other unauthorised absences

Strategies for Success

Working Together: The School will...

1. Support students by providing a school environment that encourages and rewards regular and punctual attendance
2. Keep an accurate and up to date record of attendance to school and to lessons
3. Contact parents if a student is absent from school (with no communication from parents)
4. Inform parents of any concerns regarding their child's attendance or punctuality
5. Reward excellent attendance

Working Together: The Student will...

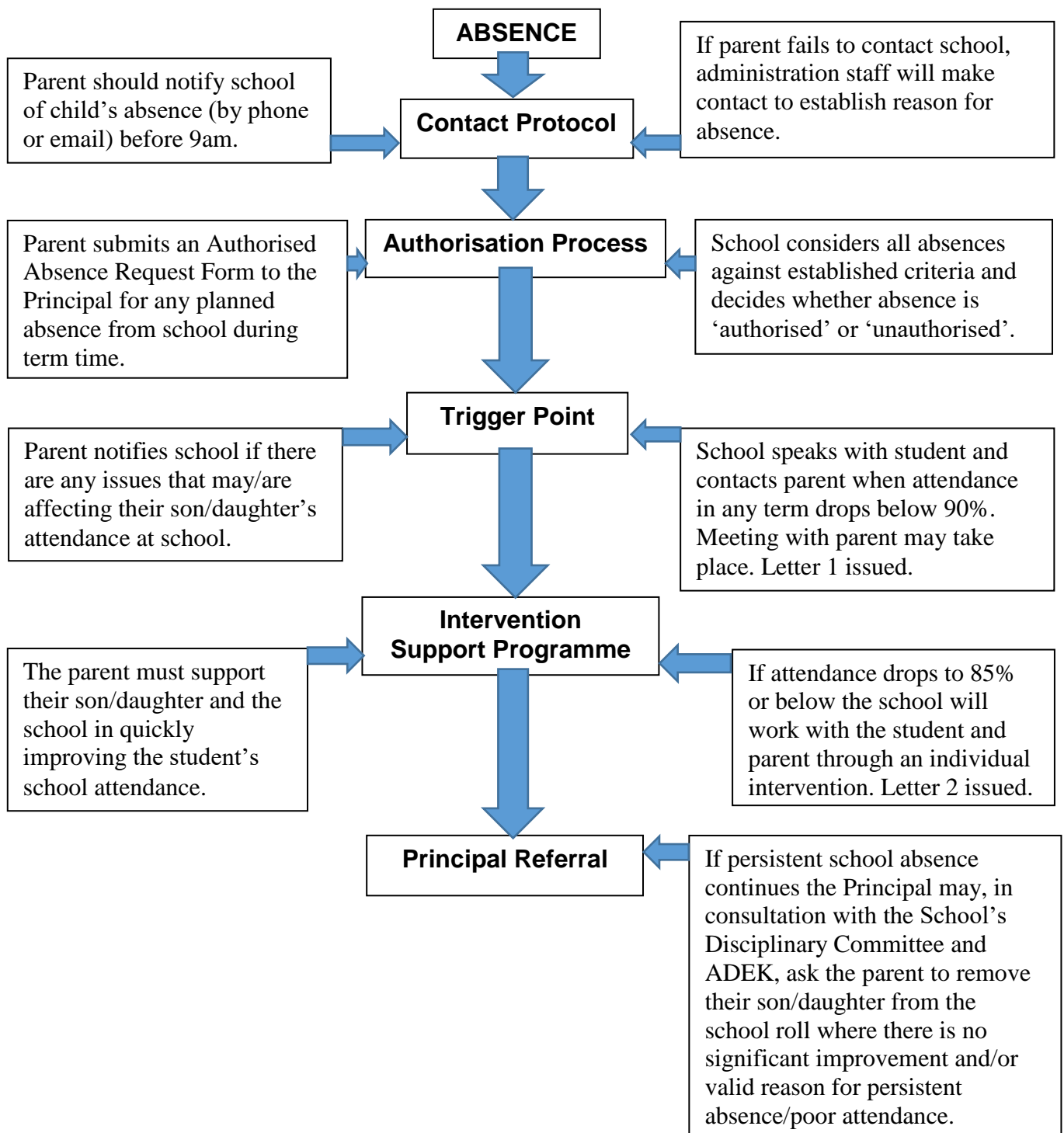
1. Attend school regularly and aim for 96%+ attendance each academic year
2. Be on time for school and all lessons. *All students should be at school by 7:40 am*
3. Attend school, as normal during whole school events such as Sports Day, BateenFest, National Day and International Day etc.
4. Avoid leaving school early to travel or attend non-essential appointments. These appointments should be scheduled for after 2.30pm

Working Together: The Parent will...

1. Ensure their child attends regularly and is punctual to school (arriving before 7.40am)
2. Endeavour to make medical appointments (doctor/dentist/hospital) out of school hours
3. In the event of an essential appointment, parents will provide written confirmation (at least 24 hours in advance)
4. Ensure family holidays are taken out of term time
5. Contact the school (before 9am) on the first morning of their child's absence (email tutor/ HoY or phone call to reception/pastoral administration assistant)
6. Communicate with the school in the event of prolonged absence (3 days or more)

Please Note: School hours are from 7:45am to 2:30pm Sunday to Thursday. Parents, relatives, drivers, nannies or friends of family, are **not permitted** to remove a student from lessons or school without the prior permission of the Head of Year or Principal.

Managing Absence at Al Bateen Academy



Persistent Absence

Students that are absent for substantial parts of their education fall behind their peers, struggle to catch up and are more likely to under-achieve at school. When attendance drops below 90%, without genuine reason, the form tutor will speak with the student and the school will notify the parent with Attendance Letter 1 (*Level 1 written warning*). Attendance below 85% is considered persistent absence and has serious implications on the student's progress and achievement. In line with ADEK recommendations, the school will work with the student and parent through an individual intervention support programme with agreed targets and

Attendance Letter 2 (Level 2 written warning) will be issued. If persistent unauthorised absence continues, the Principal may in consultation with the School's Disciplinary Committee and ADEK, ask the parent to remove their son/daughter from the school roll where there has been no significant improvement and/or valid reason for persistent absence/poor attendance.

Strategies to Promote the Importance of Good Attendance at School

The school supports all students and promotes the importance of good attendance in the following ways:

- **Rewards system:** certificates, House Points, rewards lunches, commendations

100% Attendance for 1 Term	Bronze Award
100% Attendance for 2 Terms	Silver Award
100% Attendance for 3 Terms	Gold Award
100% Attendance for 6 Terms	Platinum Award

- **Articles** in school newsletter, student bulletin, letters to parents and progress reports
- **Positive ethos** and messages in assemblies, tutor time, lessons and parent evenings

Parent Request for 'Authorised' Student Absence

We advise parents *not* to take their son/daughter out of school during term time and to keep absences to an absolute minimum. Parent requests to take their son/daughter out of school, during term time, must be in writing and addressed to the Principal. A parent must submit a Parent Request for Authorised Student Absence form (available from Reception or on the School Website).

The Principal may grant 'authorised' absence for the purpose of family holidays or trips during term time, but is not obliged to do so. Any parent request must be made in advance. The Principal must be satisfied that there are special circumstances that warrant the absence. It is for the Principal to decide what constitutes special circumstances. All parent requests will be judged on a case-by-case basis. The Principal will take into account individual circumstances such as student attainment, attendance, and ability to catch up on missed lessons and work, proximity of examination/test dates and any other key events on the school calendar.

The Importance of Attendance and its Relationship with the Curriculum

All subjects at school are important. When a student misses a school day, they not only miss out on the learning within each subject and the benefit of full instruction from their qualified teacher, they will have to then spend additional time catching up on and completing missed classwork and homework. This can lead to a student experiencing anxiousness and frustration at not being able to catch up, due to an increased workload. The school will always support any student that has missed school lessons – **but it is the responsibility of the student to be proactive, to speak to his or her teachers on their return to school, and catch up on missed classwork and homework.**

The school values the curriculum time spent on other learning and cultural activities: such as National Day, International Day, BateenFest and the Al Bateen Olympics (Sports Day). It is important that parents and students recognise that these are an integral part of the school calendar. Attendance at such events is both important and valuable to a student's learning and personal development. Any unexplained absence will be recorded as an 'unauthorised' absence.

Evaluation

The Assistant Principal-Pastoral takes responsibility for overseeing the Attendance Policy and attendance figures at Al Bateen Academy. This Policy will be reviewed annually.

Updated: January 2018