



AL MAMOURA ACADEMY
ALDAR ACADEMIES

Attendance & Punctuality Policy

2020/21

Policy to be reviewed in June 2021

Rational and Purpose

Rationale and Purpose

Good attendance is the foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career.

Policy Statement

Al Mamoura Academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy 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 – 92%

Unacceptable – below 92%

Parental Agreement

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

Following the schools procedures as detailed in the policy.

Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.

Communicating with the school and providing the necessary evidence if a pupil is absent or has a medical appointment.

Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year.

The attendance and punctuality policy and the parent communication letter (appendix 1a and 1b) will be shared at the start of each academic year and with new families.

Attendance Procedures

Start of the School Day	
Foundation & Primary Phase	Middle & Upper School Phase
<p>All primary students are strongly recommended to be in school from 7.30am. Morning activities are from 7.30am to 7.50am. At 7.50am the register is taken by the class teacher. Between 7.50am and 8am children will be marked as late by the class teacher. The National Anthem is played at 7:55am. Anyone who arrives in reception area after the National Anthem must obtain a late pass from reception and will be marked as 'Late Register Closed'.</p> <p>The Foundation Stage entrance is open until 7.55am. After the National Anthem, any child who arrives after this time must enter through main reception to be registered and obtain a late pass.</p>	<p>All secondary students are strongly recommended to be in school from 7.30am. They must enter the school from the Secondary Entrance. Students must be in form time at 7.40am. At 7.50am the register is taken by the Form Tutor. Between 7.50am and 8am children will be marked as late by the Form Tutor. The National Anthem is played at 7:55am. Anyone who arrives in reception area after the National Anthem must obtain a late pass from reception and will be marked as 'Late Register Closed'</p> <p>Secondary entrance gate will be open until 7.55am. Students who arrive after the National Anthem must enter through the main reception to be registered and obtain a late pass.</p>
<p>After 8.30am, the Admin team will contact parents via phone call for any 'absent unauthorised'. Admin team must update Engage.</p> <p><i>NB- 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The class teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.</i></p> <p>If the class teacher is absent the children will be registered by another member of staff as organised by the DoP.</p>	

Registration throughout the day	
Foundation & Primary Phase	Middle & Upper School Phase
<p>The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day.</p> <p>When a class teacher hands their class over to a specialist teacher, they must inform them of how many children are present and which children are absent.</p> <p>The specialist teacher must confirm this by completing their own register at the start of each lesson.</p>	<p>A class register must be taken on Engage at the start of each lesson by the class teacher. This include, tutor register (morning session), and lesson 1, 2, 3, 4, 5, 6 and 7.</p> <p>The afternoon register will be synched to the morning register</p>

The afternoon register will be synched to the morning register for accuracy. It is the class teachers responsibility to check this is accurate by doing a head count and checking the names on the board.

End of the School Day

Foundation & Primary Phase

Middle & Upper School Phase

The end of the school day is 2.00pm for children in the Foundation Stage and 2.50pm for children in Year 1 to Year 4. It is the class teachers responsibility to make sure that the children in their care are supervised until they are collected. Students can only be collected by the identified adults or when the collection password is revealed.
All information should be kept in the Teacher File and shared with any teacher who is dismissing the class.

The school day for Secondary phase finishes at 2.50pm for all year groups.

Extra Curricula Activities (ECAs)

Students who are participating in an ECA will be escorted to the auditorium where they will assemble in their ECA groups and ECAs will start at 2.40pm.
ECAs finish at 3:30pm (if the times are different this will be communicated with parents). It is the responsibility of the ECA teacher to ensure that any children in their care are supervised until they are collected. The ECA teacher is responsible for keeping an up to date register and checking up on any absences.

Students will go to their ECA after session 7, at the end of the school day 2:40pm.

Most ECAs finish at 3:30pm (if the times are different this will be communicated with parents). It is the responsibility of the ECA teacher to ensure that any children in their care are supervised until they are collected. The ECA teacher is responsible for keeping an up to date register and checking up on any absences.

Early Departure from the Academy

Early departure from the Academy is not acceptable without a valid reason for safeguarding purposes. Parents are encouraged to try and make doctors' appointments etc. outside of school hours. Interrupting lessons is not only detrimental to the child's learning but that of the rest of the class too.
If a parent wishes to collect their child early, the following procedure must be followed:
An early collection form must be completed and signed off by the AP Pastoral at least 24 hours in advance. When this has been approved, reception will email the class teacher who will in turn contact the necessary specialist teachers if applicable.

Planned Absence

Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.

Applications for any period of absence should be made on the leave of absence request form and submitted to the **Principal's PA** who shall refer it to the AP Pastoral and Head of School.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents.

Please note, the Academy **does not** authorise holidays during term time.

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. This includes the return dates at the start of the academic year and after holidays.

Monitoring of patterns and repeated absence

	Foundation & Primary Phase	Middle & Upper School Phase
	The class teacher will monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern.	The form tutor will monitor daily attendance and alert the Head of Year if attendance becomes a concern.
98%+	Excellent attendance – meeting school expectations.	Excellent attendance – meeting school expectations.
97% 5 days	Letter 1 (appendix 2a) sent to parents by the Class teacher if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage.	Letter 1 (appendix 2a) sent to parents by the Form Tutor if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage.
95% 8 days	Letter 2 (appendix 2b) sent to parents by the Head of Year if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage.	Letter 1 (appendix 2b) sent to parents by the Head of Year if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage.
94% 11 days	Letter 2 (appendix 2c) to be sent to parents by Director of Phase and arrange a meeting to discuss. Letter uploaded on Engage.	Letter 2 (appendix 2c) to be sent to parents by Director of Phase and arrange a meeting to discuss. Letter uploaded on Engage.
92% 15 days	Letter 3 sent by AP Pastoral (appendix 2d). Meeting arranged with AP pastoral and Attendance Plan agreed if the absences are unauthorised. Persistent poor attendance could result in the student's place been withdrawn for the following school year.	
If attendance drops below 90% (20 days) then a Warning Letter will be issued by the Head of Primary/Secondary. If attendance does not improve, the Principal may, in consultation with ADEK, ask the parent to remove their child from the school roll.		

In summary, the school defines **persistent absenteeism (PA)** as missing 9% or more of schooling across the year for whatever reason;
Attendance below 91% (PA) 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.

Monitoring of patterns and repeated lateness		
	Primary Phase	Secondary Phase
	'late register closed' The class teacher will monitor daily punctuality and alert the Head of Year if the lateness becomes a cause for concern.	'late register closed' The form tutor will monitor daily punctuality and alert the Head of Year if the lateness becomes a concern.
2% or below	Excellent punctuality – meeting school expectations.	Excellent punctuality – meeting school expectations.
3% 5 days	Letter 1 (appendix 3a) sent to parents by the Class Teacher if there is a pattern of lateness and save a copy of the email on Engage.	Letter 1 (appendix 3a) sent to parents by the Form Tutor if there is a pattern of lateness and save a copy of the email on Engage.
5% 8 days	Letter 2 sent by the Head of Year and a meeting requested with the family to discuss. (appendix 3b). Letter to be uploaded on to Engage.	Letter 2 sent by the Head of Year and a meeting requested with the family to discuss. (appendix 3b). Letter to be uploaded on to Engage.
96% 11 days	Letter 3 sent by the Director of Phase and a meeting requested with the family to discuss. (appendix 3c). Letter to be uploaded on to Engage.	Letter 3 sent by the Director of Phase and a meeting requested with the family to discuss. (appendix 3c). Letter to be uploaded on to Engage.
92% 15 days	Letter 2 sent by the AP pastoral (appendix 3b). Meeting arranged for a Punctuality Plan to be agreed and signed by students and parents. Persistent poor punctuality could result in the student's place been withdrawn in the following school year.	
<p>If Lateness reach 10% (20 days) then a Warning Letter will be issued by the Head of Primary/Secondary.</p> <p>If punctuality does not improve, the Principal may, in consultation with ADEK, ask the parent to remove their child from the school roll.</p>		
<p>In Summary, the school defines persistent poor punctuality as late to school 5% or more lates across the year for whatever reason.</p> <p>In secondary, students who are late persistently and miss a substantial amount of lesson times will be held at the reception, a senior member of staff will come down to collect them.</p>		

Rewards 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: certificates, House Points, rewards lunches, articles in school newsletter, student bulletin, reward trips, letters to parents and progress reports. Positive ethos and messages in assemblies, tutor time, lessons and parent evenings.

Reward Certificates	
Primary Phase	Secondary Phase
Class attendance is monitored weekly. When a class maintains 96% or above attendance for a reward they will be 1/5 closer to receiving a class reward. 100% Attendance certificates will be given at the end of each term with a Platinum Certificate and reward for children who have 98% and above for the whole year.	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
Every certificate is worth 50 house points.	

Monitoring and review

The policy will be reviewed every year or in the following circumstances:

- Change in legislation and / or ADEK guidance;
- As a result of another significant change or event;
- In the event that the policy is determined not to be effective.