



**AL MUNA ACADEMY**  
ALDAR ACADEMIES

# **Attendance and Records Guidelines September 2020 Term 1**



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## Attendance and Records Policy

### Rationale and Purpose

Good attendance is a 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. **This is true for those students in face to face learning and distance learning.**

### Policy Statement

Our 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.

Outstanding – 98% and above

Very Good- 96%

Good – 94%

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:

- 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.
- 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.

### Attendance procedures

#### **Start of the School Day**

All primary students who are attending face to face lessons are recommended to be in school from 7.30am ready for the National Anthem **at 8:00am. The gate your child enters from will be open until 7:55am. Any students arriving after this will have to arrive through the main gate.** This will be open until 8:10am, after this time you will have to press for entry. **For students learning from home, your class teacher will invite the children to a live register session at 7:45.**



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### **Morning and Afternoon Registrations**

At 8:00am the register will be closed by the Class Teacher on Engage.

**Students arriving late to school, or beginning their distance learning after 8:00am will be marked as late to school.**

The Admin team will contact parents via a phone call on the first day if recorded absent unauthorised. All absence details are recorded (illness, medical appointment, etc.) on Engage.

Between 12:25 and 12:30 the afternoon register for all children will be taken by the Class Teacher on Engage. Children at this point should either be present, absent unauthorised or absent illness. If the admin team change their attendance it will be changed for the whole day so no need to amend.

### **Registration Codes**

All children will be registered either as present if in class or unauthorised absence by the class teacher at 8:00

Children who arrive between 8:00 and 8:20 will be marked as late. Children who arrive after 8:20 will be marked late register closed.

If the computer systems are down, those taking registration should use a class list to record attendance/absence and hand the list to the Admin team. They will enter the information at the earliest opportunity.

If the class teacher is absent the class will be registered by another member of staff.

### **Late Arrival to school**

Once children have been late to school 3 times within the term, an email will be sent from the admin team, copying in the teacher and Year Group Leader into the email, (Appendix 1A).

If there are a further 3 late arrivals after this email, a letter will be sent by the Year Group Leader, (Appendix 1B). Admin team will notify Year Group Leaders when children have been late 6 times within the term.

If there are a further 3 late arrivals within the term, the year group leader will liaise with the Assistant Principal, who will organise a meeting with the family and record on engage.



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If further late arrivals persist, a meeting with the Deputy Principal and Assistant Principal will take place and record on engage, with a possible support plan for families.

If there is adverse weather, for example heavy rain or fog, we will contact families to inform of the alteration of late arrivals to school.

### **End of the School Day**

The end of the school day varies for students:

- 2.00pm – FS1 & FS2

**FS1 and FS2 parents can enter through the side gate which will open at 1:50. Parents must stand on a spot clearly marked on the floor which corresponds to their class. Once the children arrive to the playground parents may collect their children and follow the one way system to leave the building in a safe and organised way ensuring that social distancing is adhered to at all times.**

- 2.20pm – Year 1

**Year 1 children will be collected from the inner courtyard. The side gate will open at 2:10. Parents must enter and stand on a clearly marked spot which corresponds with their class. The children will start coming down at 2:15. Please wait on your spot and your child will come to you. Once you have collected your child you must leave the school promptly following the one way system ensuring social distancing is adhered to at all times.**

2:20- Year 2-6

**Year 6 children will be collected from the school astro-turf. Parents must enter the school through the back gate and wait on a spot which corresponds with their child's class. Parents must wait on their spot until their child is brought to them. Parents will then follow the one way system and leave the school promptly; ensuring that social distancing is adhered to at all times.**

**Any children in Years 2-6 who have a younger sibling in Year 1 will wait with their younger sibling.**

Currently there will be no ECAs taking place so all students must be collected at 2:20.

### **Early Departure from the Academy**

Early departure from the Academy is not acceptable without a valid reason for safe guarding 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 the child usually uses the bus service to go home, it is the parent's responsibility to contact the bus company to inform they will not be using the service.



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If a parent wishes to collect their child early, the following procedure will need to be followed:

Parents to email 24 hours in advance to [attendance@almunaacademy.sch.ae](mailto:attendance@almunaacademy.sch.ae) and the class teacher. They need to inform of the date, time and reason for early collection. The class teacher will ensure the child is ready in reception for this time. Your child will then be brought to the front gate and collected from there. Parents will not be allowed to enter the reception to wait for the child.

If a parent comes to collect a child without emailing, they will be asked to fill out a form which will be taken to the appropriate Assistant Principal to sign and then collect the child, (Appendix 2B).

If a child has been collected early 3 times in the term. An email will be sent by the admin team, (Appendix 2C).

If there is a further 3 early collections, the admin team will inform the Year Group Leader and they will send a letter, (Appendix 2D).

If there is a pattern of early collections that continue, the admin team will inform the Year Group Leader and they will liaise with the Assistant Principal to organise a meeting and possible support plan in place.

### **Late Collection**

Once the school day is completed for pupils, staff then use the time to plan, prepare and assess for future lessons.

Children should be collected at 2:00pm in Foundation Stage and 2:20pm in Year 1 to 6. If a child is not collected by 2:10pm or 2:30pm respectively, this will be recorded on Engage. Class teachers are to monitor the number of late collections on a year group spreadsheet, monitored by the Year Group Leader. (Appendix 3A snapshot).

Once children have been collected late 3 times within the term, an email will be sent from the class teacher and copy in the Year Group Leader into the email, (Appendix 3B).

If there are a further 3 late collections after this email, a letter will be sent by the Year Group Leader, (Appendix 3C). The class teacher should inform the Year Group Leader when this is needed.

If late collections continue, the Year Group Leader is to liaise with the Assistant Principal to meet with the family and record on engage.



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### **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.

Medical appointments for example should happen outside of school hours.

Applications for absence should be submitted either by hand or email to reception, [attendance@almunaacademy.sch.ae](mailto:attendance@almunaacademy.sch.ae). These will then be forwarded or scanned to be emailed to the appropriate Assistant Principal.

Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate all other requests on a case-by-case basis, using the guidelines outlined, (Appendix 4A).

Please note, the Academy **does not** authorise holiday 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.

### **Absence due to Illness**

If the reason for a student's absence is illness, they should be kept at home until they are fit enough to return to school. This is particularly important to prevent the spread of communicable disease. Communication from families by email to the class teacher and [attendance@almunaacademy.sch.ae](mailto:attendance@almunaacademy.sch.ae), before 7:30am. **During this period, if you are in doubt please err on the side of caution and keep your child at home. If your child is unable to complete their distance learning**

This must be followed up by an email/hard copy of the HAAD sick note if the absence is more than one day.

### **P.E**

**Currently, all P.E lessons will be attended from home. Children are expected to attend all P.E lessons and if they are unable a letter must be sent to their P.E teacher.**



<b>Monitoring of patterns and repeated absence</b>	
	The class teacher will monitor daily attendance and alert the Year Group Leader if attendance becomes a cause for concern.
98%+	Excellent attendance – meeting school expectations.
96-97%	Class teacher to will email parents if pattern of absence is occurring and recorded on Engage. (Appendix 5A)
94-95%	Email sent to parents from Year Group Leader, copying in the class teacher, if there is a pattern of absence or absence in unauthorised and recorded on Engage, (Appendix 5B).
91-93%	Meeting with Class teacher and if necessary Year Group Leader, and recorded on Engage. Class teacher/Year group leader to phone parents and send confirmation letter, (Appendix 5C).
91% & below	Meeting with class teacher and Key Stage Leader to create Attendance Plan if the absence is unauthorised. Key Stage leader to phone parents and send confirmation letter, (Appendix 5D). If the attendance plan is not followed, and attendance does not improve, the case will be submitted to ADEK and student places may be withdrawn.
<p>The Admin team will monitor unauthorised absence percentages weekly and flag any unauthorised attendance and cumulative attendance <b>95% and below</b> to the appropriate Year Group Leader and Key Stage Leader.</p> <p>Attendance will be reported to parents recorded on children's school reports. In addition to this, an attendance dashboard is accessible to parents on the Portal.</p>	

<b>Rewards for Attendance</b>
<p>We want to ensure that we reward children who have outstanding attendance within the school. Rewards for both individual children and classes will be given throughout the year. There will be a termly certificate for children with both outstanding attendance (98% and above) and children with 100% attendance. There will also be a final certificate at the end of the year for children who have had 100% attendance across the whole academic year. Children with outstanding attendance each term, will receive a certificate and reward within school.</p> <p>Children with 100% attendance for the whole year will receive a special reward in assembly.</p> <p>Class attendance is monitored weekly. A competition between classes will run each term with the winning class receiving an award.</p>