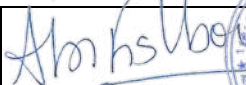





THE PEARL ACADEMY
ALDAR ACADEMIES

Attendance and Records Guidelines

November 2020

Approved By:	Abigail Fishbourne - Principal	 Signature	 Date
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26 November 2020

1. Introduction

At The Pearl, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education.

2. Start of the School Day

All pupils are recommended to be in school from 7.30am ready for the National Anthem at 7:45am and in class by 7.50am. The main school gate is open 24 hours a day and the side gate opens at 7.20am. Children must be supervised by an adult [parent or carer] until 7.30am when staff come on duty. Children in FS must remain with parent/carer until they enter the classroom after the National Anthem.

Parents of children who regularly arrive late will be contacted. **(Appendix 1)**

Morning Registrations

- i) At 7.50a.m. a register will be taken by the Class Teacher on Engage.
- ii) Children arriving at the side after 7.50am will receive a green slip from security. This must be taken to reception for the child's presence to be recorded.
- iii) All children arriving at school after 7.50am are recorded at reception as late. On leaving reception they will receive a red slip, this shows the class teacher they have been registered in Engage.
- iv) Reception will telephone the parent on the first day of an unexplained absence. All absence details are recorded (interview, home ill, etc.) on Engage.

Registration Codes – (Appendix 2)

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

If the class teacher is absent the class will be registered by the Head of Key Stage or a member of staff.

3. End of the School Day

The school day ends at 2pm for children in FS1 and FS2. For years 1 – 6 the day ends at 2.20pm.

However, many pupils will remain later to take part in Extra-Curricular Activities under the supervision of a member of staff. ECA's finish at 3.20pm and the teacher responsible for the ECA will remain with the children and call parents if necessary.

4. Early Collection from School

The Pearl Academy requests that parents do 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, please inform

your child's class teacher at least a day before early collection is required. Parents are asked to present all appointment cards to support any requests as well as a confirmation from the doctor to support the need for the appointment to be made during the school day. **Appendix 3 and 4.**

5. Late Collection from School

Children not collected by 2.30pm, or 3:30pm if a child has attended an ECA, will be recorded on Engage as late collection and their parents contacted by the class teacher. From 2.30pm children will be supervised by a designated member of staff in the child's Key Stage shared area and will wait with the child until collected.

Appendix 5

6. Absence

Requests for absence must be made on a Request for Absence Form given to the School PA (Riena Rabago) who will refer it to the appropriate member of SLT. This should reach the school at least 7 days in advance (in an emergency, parents are asked to telephone the school before 7.30am.)

If a child is ill, parents are requested to e-mail or telephone the School Office before 7.30am on the first day of absence. absence@thepearlacademy.sch.ae

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

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.

Please note, the school does not authorise holiday during term.

7. Parent notification and the monitoring of poor attendance and health records

The class teacher will monitor daily attendance and alert the Head of Key Stage if attendance becomes a cause for concern.

Attendance Percentage	
98%+	Excellent attendance – meeting school expectations.
96-97%	Class teacher to will contact parents if pattern of absence is occurring and recorded on Engage.
94-95%	Email sent to parents if there is a pattern of absence or absence in unauthorised and recorded on Engage.
92-93%	Meeting with Class teacher and if necessary Head of Key Stage, and recorded on Engage.
91% and below	Attendance Plan agreed if the absence is unauthorised.

The School Receptionist (Angeline Pulido) will monitor unauthorised absence percentages weekly and flag any unauthorised attendance and cumulative attendance below **94%** to the appropriate Head of Key Stage and Mrs. Barker (Head of Pastoral) **Appendix 6**

Attendance will be reported to parents corded on children's school reports. In addition to this an attendance dashboard is accessible to parents on the Portal.

8. Non-participation PE and Swimming letters

PE and swimming are important subjects. Parents are asked to supply a letter from a medical practitioner explaining the reason a child cannot participate. If this is an on-going problem a care plan must be written with the parent and school nurse. Exceptions will be made for older girls.

9. Celebrating Good Attendance and Punctuality

Each week during assembly attendance for the previous week will be celebrated. All classes with attendance of **98%+** will be celebrated with the class receiving recognition.

10. Participation of eLearning Programme

It is compulsory for children to attend all live lessons on Microsoft Teams. A register will be taken, and the following stages followed for non-compliance.

Stages for absence

- 1) The teacher leading the lesson will message the child on Microsoft Teams to enquire about the absence and to remind them the lesson is compulsory.
- 2) If a child misses two consecutive lessons, the teacher leading the lesson will email the parents enquiring about absence.
- 3) If the child continues to not attend live lessons the parents will be invited to a meeting with a member of SLT to ascertain to difficulties the child is having to attend the lesson. This will be a supportive meeting and actions put in place pertinent to that child.
- 4) If the child remains non-compliant the end of term report will have no attainment grade for that subject. This means the child has 'not achieved' the subject and this will be reported on ESIS to the government at the end of each term.

Appendix 1

PARENT COMMUNICATION

Date:

Subject: Late arrival

Dear

We have noticed that has been regularly late for school.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it often disrupts the entire class and the teacher.

We recommend children arrive at 7:30am to have time to socialise with their friends before the beginning of the school day. Lessons start promptly after registration at 7:50am.

We hope that you will support us in addressing late arrivals. If there is any way we can help please contact the Class teacher, Head of Key Stage or Mrs. Venter our School Counsellor.

What impact does arriving late have on your child's learning?

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Many thanks for your cooperation.
Yours sincerely

Mrs Abigail Fishbourne - Principal

ولي الأمر الكريم

لقد لاحظنا في الآونة الأخيرة تأخر عن بداية الدوام الرسمي.

وهذا الأمر يؤثر سلباً على الطالب في عدة جوانب. عند وصول الطالب إلى الفصل متأخراً سوف يفقد بعض المعلومات المهمة في بداية الحصة ، وهذا الأمر سوف يقلل بشكل ملحوظ إنجازته وقد يشعر الطالب بالإحراج أمام زملائه عند وصوله متأخراً، وعلاوة على ذلك فإن قدومه متأخراً سوف يشوش على المدرس والطلاب.

كما ننصح الطلاب بالوصول إلى المدرسة الساعة 7:30 صباحاً للحصول على وقت للاختلاط مع زملائه قبل بداية اليوم الدراسي. حيث تبدأ الحصة فوراً بعد تسجيل الحضور والغياب في الساعة 7:50 صباحاً.

لذا على الطالب /الطالبة الحضور الساعة 7:50 صباحاً وبعد ذلك يعتبر متأخراً وعليه مراجعة الاستقبال قبل دخوله إلى الفصل لأخذ ورقة تسجيل متأخر. ونأمل بأن تتعاونوا معنا والتأكد من حضور الطالب /الطالبة في

ما هو تأثير وصول الطالب متأخر على تعليمة؟

دقائق التأخير باليوم	ما يعادل
5 دقائق	يوم دراسي في السنة 3.4
10 دقائق	يوم دراسي في السنة 6.9
15 دقيقة	يوم دراسي في السنة 10.3
20 دقيقة	يوم دراسي في السنة 13.8
30 دقيقة	يوم دراسي في السنة 20.7

الوقت المحدد للفترة المتبقية من العام الدراسي .

	<p>شكرا لحسن تعاونكم ونفضلو بقبول وافر الاحترام والتقدير ,,, مديرة المدرسة - أبيغائل فيشبورن</p>
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Appendix 2

Code	Reason	Colour	Recorded as In Attendance	Notes
/	Present		Y	Default
A	Authorised Absence			Note to be included on the system 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 3

Early Pick Up Request Form

Date	
Time	
Child's Name	
Year & Class	
REASON FOR EARLY PICK UP <i>Please explain in detail</i>	
<p>.....</p> <p>Parent's / Guardian Signature</p>	
	APPROVED EVIDENCE SEEN <i>(e.g. medical certificate or letter from the doctor – a copy must be provided)</i>
	APPROVED PENDING EVIDENCE <i>(e.g. medical certificate or letter from the doctor – a copy must be provided)</i>
	NOT APPROVED
	PRINCIPALS DECISION
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
Principals signature	

Appendix 4

PARENT COMMUNICATION

March 16, 2017

Important Notice: Students Early Pick-Up

Dear Parents,

We are concerned by the growing number of medical appointments during the school day.

These absences interrupt children's learning and negatively impact of attainment.

Please ask your medical practitioner to sign the confirmation slip below.

Yours sincerely

Mrs. Abigail Fishbourne

Principal - Aldar Academies, The Pearl Primary School LLC

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I _____ (Doctor's Name) confirm that it was not possible for this to be arranged outside the school hours 7:45 am to 2:20 pm.

Signed _____

Date: _____

Doctor's Stamp

Appendix 5

PARENT COMMUNICATION

Date:

Subject: Late collection

Dear

.....
It has been brought to my attention thathas been collected late from school on a number of occasions.

Please may I remind you that the school day finishes at 2pm for FS1 and FS2 children and 2.20pm for Years 1 to 6.

I understand that sometimes situations out of your control can lead to a late collection. If you know that you are going to be late to collect your child I ask that you contact the school to inform us on 02-6418887.I also appreciate that the traffic and parking in Abu Dhabi can be unpredictable and ask that you factor this into your journey time to ensure that you arrive at school on time.

I do hope that every effort can be made to collectOn time for the remainder of the year.

Yours sincerely

Mrs Abi Fishbourne
Principal

أولياء الأمور الكرام

لقد لاحظنا في الأونة الأخيرة بأن
يُصطحب من
المدرسة بوقت متأخر مرات عديدة.

أود أن أذكركم بأن الدوام الدراسي ينتهي عند الساعة 2:00 ظهراً
لطلاب الروضة الأولى والثانية وفي الساعة 2:20 ظهراً لطلاب
الصفوف من الأول – السادس .

وأنا أتفهم بأن يمكن أن يكون هناك أمر طارئ خارج عن إرادتك قد
يؤدي إلى تأخرك لاصطحاب طفلك، فإذا كنت تعرف بأنك سوف
تتأخر عن الموعد نطلب منك بأن تخبر المدرسة بذلك على هاتف
رقم: 02-6418887. وكما أعلم بأن حركة المرور في أبوظبي
والمواقف صعبة ولا يمكن التنبؤ بها فأتمنى أن تقدر مدى الوقت
الذي تستغرقه الرحلة بشكل صحيح لضمان وصولك إلى المدرسة
بالوقت المحدد.

ونأمل أن تبذلوا كل الجهد لاصطحاب
..... في الوقت
المحدد للفترة المتبقية من العام الدراسي .

شكرا لحسن تعاونكم
وتفضلو بقبول وافر الاحترام والتقدير ,,,

مديرة المدرسة
أبيغابيل فيشبورن

Appendix 6

PARENT COMMUNICATION

Date:

Subject: Attendance

<p>Dear</p> <p>We have noticed that has been regularly absent from school.</p> <p>When pupils are absent, they miss out on essential learning and this can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward returning back to school and to the classroom when everyone else is settled and understands the work set by the teacher.</p> <p>We hope that you will support us in addressing our concerns over absences. If there is any way we can help please contact the Class teacher, Head of Key Stage or Mrs. Venter our School Counsellor.</p> <p>Many thanks for your cooperation. Yours sincerely</p> <p>Mrs Abigail Fishbourne Principal Aldar Academies, The Pearl Academy</p>	<p>ولي الأمر الكريم</p> <p>لقد لاحظنا في الآونة الأخيرة غياب ابنكم/ ابنتكم عن الدوام المدرسي .</p> <p>عند غياب الطلاب عن المدرسة، سوف يفقدون أساسيات التعليم، وهذا الأمر سوف يقلل بشكل كبير من إنجازاتهم، وذلك بغض النظر عن قدرتهم الأكاديمية. وقد يشعر ابنكم/ابنتكم بالحرج عند العودة إلى المدرسة والفصل ويجد بأن زملائه قد فهموا ما شرحه المعلم لهم .</p> <p>ونأمل أن تتعاونوا معنا بخصوص غياب ابنكم/ ابنتكم إذا كان هناك أي طريقة يمكننا مساعدتكم فيها بهذا الخصوص لا تتردد بالتواصل مع معلمة الفصل ، ورئيسة القسم ، أو الأخصائية الإجتماعية السيدة فينتر .</p> <p>شكرا لحسن تعاونكم وتفضلو بقبول وافر الاحترام والتقدير ,,,</p> <p>مديرة المدرسة أبيغاييل فيشبورن</p>
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