

# **Attendance Policy**

## **Our Vision**

‘An International community of learners striving for excellence and celebrating success’

## **Our Mission**

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

## **Introduction**

We at Newton British School believe that students make the most significant progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school and employers alike. For a child to succeed in the school environment, a high level of attendance and punctuality must be maintained. It has been proven that there is a strong correlation between success and attendance.

The school will aim to attain a target attendance rate of 95% this year. Newton British School works for approximately 180 days per academic year. We expect all children not to miss or be late for more than 10% or 18 days over the school academic year, 6 days per term. Please note that if your child is absent or late for more than 18 days in the school year, they may not be offered a place the following academic year or be asked to repeat the year. At Newton, we want to establish a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership between the school and parents.

## **Purpose of Policy**

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance and punctuality, in order for students to achieve outstanding levels of achievement, progress and personal growth.

## **Rights and Responsibilities**

Improving attendance at Newton British School is the responsibility of everyone in the school community – pupils, parents and all staff.

## **Students**

All students are expected to attend school and all their lessons regularly and punctually. Students who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the class teacher, and if the need should arise, from the key stage leaders, Head of Primary and the Principal. Throughout the term, classes with the best attendance will receive the specialist cup which is awarded during assembly. At the end of each term, students who have 100% attendance and punctuality will be presented with certificates. Full attendance and punctuality on a yearly basis will also be acknowledged in the form of an award at the annual prize giving ceremony.

## **Parents**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible. A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance or punctuality. Parents whose child's attendance or punctuality is a cause for concern will be contacted by the Key Stage Leader/ Deputy Head or Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

## **School**

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. Newton British School will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism and lateness firmly and consistently.

## **Registration**

**Reviewed August 2025:** Head of Primary & EYFS

**Next Review Date:** August 2026

Registration will be called at 7.00am. Registers will close at 7.15am. If a pupil fails to arrive before the registers close, they will be marked as 'absent'. All registers go to the office at 7.30. Pupils who arrive after 7.30 should report to the office and sign the late book, giving the time of arrival and reason for being late. They will present their late slip to the class teacher upon arrival at class; this shows that they have been marked in the register.

### **Late Coming**

- Late coming shall be noted in the register and monitored by the class teacher.
- If the 'late coming' becomes a regular occurrence the parents/guardians will be notified by means of a late letter/message. If the lateness continues, they will receive a cause for concern letter and may be invited to a meeting with the principal.

### **Procedures/Sanctions for following up absences or lateness**

- Attendance will be marked on class registers and SIMS.
- Parents will be contacted daily when their child is absent.
- Parents will receive a cause for concern letter when a child has been absent or late for more than 10 days. They may receive more than one at various points as absences increase.
- When they have been absent or late for more than 18 days, the child can receive notification in writing that they may not be offered a place the following year. A warning of suspension may be issued.
- When they have been absent or late for 21 days, the child can receive notification in writing that they may not be allowed to sit exams for the corresponding term. A warning of suspension may be issued. In times of blended learning the 21 days may only include physical days missing from school.
- If a child is absent for more than 30 consecutive days, in line with Ministry guidelines, registration can be cancelled, students may be suspended from school and be removed from the National Student Information System and therefore will not be promoted to the next class.
- Where chronic lateness is an issue, a system of counting 3 lates as 1 absence will be used to help clarify the sanction procedures.

<b>Attendance</b>	<b>Action</b>
Daily non attendance	Teacher notifies parent their child is not at school (Before 8am)
10 days absent/late	Cause for concern letter
18 days absent/late	Notification they may not have a place next academic year
21 days absent/late	May be notified of exam exclusion
30 days absent/late	Registration may be cancelled

### **Rationale for exclusion from exams**

When we consider breaches of school attendance policy, it is never our intention to punish the child or the parent. Rather, provisions are in place in order to protect the child. It is often unfair when a child is asked to complete an assessment when they have not attended lessons in school. Such a situation may be harmful to the well-being of a child, denting both confidence and self-worth.

However, on the other hand, assessment of children who have been absent for a period of time may be a useful tool for teachers to assess strengths and weaknesses and find out where the gaps in learning are.

In all cases we will consider the specific circumstances for each case and we will also consider the wishes of the parents and the school will decide whether it is in the best interest of the child to complete assessments or not.

It is suffice to say that our prime concern is to ensure the education of your children and we hope that this can get back to normal as early as possible.

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## **Holidays**

Holidays, other than school related holidays, will be registered as an absence and will count towards 18 days unapproved absence.

Extended vacations are not considered excused absences. (see authorised/unauthorised absences)

## **Absenteeism**

Pupils should always bring a note from parents/guardians explaining an absence. This should be given to the class teacher at registration on the first day of return to school. The office will call parents during the first two days of absence if they have no notification of the absence. Teachers may also contact parents via class dojo.

## **Authorized and unauthorized absences**

An authorized absence is when a leave request has been approved or a written explanation (medical) has been offered on the child's return to school. All absences, whether authorized or unauthorized, are recorded in the register. All absences will be clearly shown on the school reports.

## **Illnesses**

A parent may sign their child off school for the first 2 days of absence. This should be in the form of a note being given to the child's class teacher on the child's return. If the child is absent for 3 days or more, a medical note should be provided. On the 3rd day of absence, the school will call the parents to enquire as to the child's wellbeing. If your child is genuinely ill, the case will be considered on an individual basis.

## **Religious absenteeism**

If a child needs to have time off during the school year for religious reasons, this should be requested in writing by the parents at least 1 Week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

## **Curriculum**

We follow the British national curriculum and as such subject coverage is not optional. If a child comes to Newton British School then they must attend all required lessons and cannot 'opt out' of a particular one. Children who are not Muslim complete a program in Citizenship.

## **Parental Visits**

Parents visiting children during the course of the day is actively discouraged unless it is an emergency. Parents who come to ask to speak to their child during the school day will be asked why to ascertain if it is an emergency or not. If it is not, then they will be asked to return when lessons for that day have finished.

## **Collection of children at the end of the day**

Children must be collected at the end of the day by a responsible adult (18 Years and over). No children will be released to anyone who is not an adult.

Where we have a person who is unknown to us we will also ask for the password (password system). If we are unsure at the end of this process, we will always contact parents before releasing a child.

## **Password system**

All teachers are responsible for ensuring that they have an agreed password to use when a person who we or the child does not know comes for end of day collection. It is the teacher's responsibility to ask for the password when this is the

case. If a teacher is still unsure then they must contact a member of SMT before releasing a child. In unsure cases, we will always contact parents to seek clarification before releasing a child.

### **Traffic in Doha**

If you are held up in traffic, please write a note explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued lateness. However, in a one off situation, this will be taken into consideration.

### **Collecting children early**

All parents/guardians must report to the office first before going to the classroom to collect their child if they are taking them home before the end of the school day. Early collection is only allowed when:

- There is a valid medical reason
- There is written notification of a medical appointment
- There is a genuine emergency reason

Withdrawing a child early due to traffic or not having a car is not considered a valid reason.

School has the right to consider as a day's absence, any child who is withdrawn from school early without a valid reason.

Parent's wishing to withdraw children after 1.15pm must seek written approval from the Principal.

### **Our Target attendance rate is 95%**

## Request for Student Absence

Extended or frequent absences from school are not advised and parents are kindly requested to consult our Student Attendance Policy when considering removing their children from school for any length of time. Consistent and continuous attendance is important for social, emotional and academic development.

**A Student's absence will be noted on the register and will be reflected on end of term reports.**

Having read the information above, should you still wish to withdraw your child/children from school for a period of absence, please complete the form below:

Student's Name(s): \_\_\_\_\_

Class: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Number of School Days to be Missed: \_\_\_\_\_

Date of Commencement of Absence: \_\_\_\_\_

Date Returning to School: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Comments:

\_\_\_\_\_

\_\_\_\_\_

**Class Teacher's  
Signature**

\_\_\_\_\_

**Principal's Signature**



## Appendix 2

### (Lateness letter 1 up to 10 late)

#### Date

Dear Parents,

We greatly value punctuality at Newton British School. Not only does it foster good work habits, but it also displays a sense of unity and mutual respect as children arrive together and begin work together at the same time.

You have received this letter as your child's punctuality is a cause for concern.

When there is constant late arrival of children, it not only disadvantages the child who is late but also disrupts the work of all of the other children in that class.

For these reasons we would ask that you do everything possible to make sure that your child arrives at school on time.

You must also be aware that lateness will be recorded on your child's report. We thank you for your co-operation and understanding.

Kind Regards

Conor Hayes

Principal

NBS Al Waab



### Appendix 3

#### **(Absence Letter 2 more than 18 absences)**

Date

Dear Parents,

You are responsible for ensuring that your child attends school regularly. You are receiving this letter as your child's attendance is a cause for concern.

Please note the following sanctions and procedures within our school policy,

1. When absence reaches a total of eighteen days, you may be sent notification in writing that you may not be offered a place the following year and a warning of suspension may be issued.
2. When absences reach 21 days, children may be excluded from examinations at the end of term.
3. If a child is absent for more than 30 days, in line with Ministry guidelines, registration can be cancelled, students may be suspended from school and be removed from the National Student Information System and therefore will not be promoted to the next class.

Kind Regards

Conor Hayes

Principal

NBS Al Waab