



## Pupil Attendance Policy NIA EYFS and Primary

<b>Introduction.....</b>	<b>2</b>
<b>Our Target.....</b>	<b>2</b>
<b>Purpose of the Policy.....</b>	<b>2</b>
<b>Rights &amp; Responsibilities.....</b>	<b>2</b>
Students.....	3
Parents.....	3
School.....	3
<b>Registration.....</b>	<b>3</b>
<b>Procedures for following up lateness.....</b>	<b>4</b>
<b>Procedures for following up absences.....</b>	<b>4</b>
<b>Truancy.....</b>	<b>4</b>
<b>Holidays.....</b>	<b>4</b>
<b>Absenteeism.....</b>	<b>5</b>
<b>Authorised Absence.....</b>	<b>5</b>
<b>Unauthorised Absence.....</b>	<b>5</b>
<b>Health.....</b>	<b>5</b>
<b>Religious absenteeism.....</b>	<b>5</b>
<b>Traffic in Doha.....</b>	<b>5</b>
<b>Appointments in the day.....</b>	<b>5</b>

# Newton International Academy

[www.newtonschools.sch.qa](http://www.newtonschools.sch.qa)

An International community of learners striving for excellence and celebrating success



## Introduction

At Newton International Academy we believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. Punctuality is a crucial personal characteristic valued by the school. For a child to succeed in the school environment, it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance.

## Our Target

Our target attendance rate of 94% is what the school will aim to attain each year. Newton International Academy works for approximately 180 days per academic year. In order to achieve this target and maintain our high standards we expect all children to not miss any more than 15 days over the school academic year, 5 days per term.

<b>Meeting Expectations</b>	94% to 100%	If a child's attendance is above 94% they are achieving Newton International Academy's expectations for attendance.
<b>Requiring Improvement</b>	90% to 93%	If a child's attendance drops below 93% but remains greater than 90%, the attendance requires improvement in order to meet our target and will be monitored.
<b>Persistent Absence</b>	80% to 90%	If a child's attendance drops below 90%, they are considered to be persistent absentees, which is proven to reduce their chances of success in school.
<b>Chronic Absence</b>	Less than 80%	If a child's attendance drops below 80% this is considered chronic absence, which will trigger a meeting with the Principal where the need for urgent improvement will be discussed.

**Please note that if your child is absent for more than 36 days (below 80%) in the school year, they may not be offered a place in the following academic year at the school.** At Newton we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school, parents and the school's Pastoral committee.

## Purpose of the Policy

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

## Rights & Responsibilities

- Improving attendance at Newton International 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.
- At the end of each term students who have 100% attendance will be presented with certificates. Full attendance on a yearly basis will also be acknowledged in the form of an award at the annual Prize Giving.

## 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 in writing. A student's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent (in writing in the school diary). Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for congratulation or concern will be written to by the Key Stage Leader/ Deputy Head of Pastoral/Head of Primary 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 (not just teaching and pastoral staff). Newton International 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 firmly and consistently.

## Registration

- Registration will be called at 7.00am for Year 1 to 6.
- After 7.10am students are classed as late as registers will be closed at this time.
- Pupils arriving after 7.10 am must register as late at reception.
- Late arrivals are recorded term by term on school reports.
- If a pupil is late 3 times, it will equate to 1 day's absence. These late days are included in the 18 days of absence mentioned above.



## Procedures for following up lateness

**Step 1:** If the late arrival becomes a regular occurrence the parents/guardians will receive an Initial Punctuality Concern (Appendix 1) at the time of review which happens every half term and once in Term 3 (5 times/school year).

**Step 2:** If the lateness does not improve by the time of the next review, the parents/guardians will receive a Continuing Punctuality Concern (Appendix 2) from the school reminding the parents about lateness.

**Step 3:** If the lateness still does not improve by the time of the next review, the parents/guardians will receive an Urgent Punctuality Concern (Appendix 3) from the school, inviting them to a meeting with a member of the primary school leadership team.

## Procedures for following up absences

**Step 1:** Parents will be phoned and an inquiry made by our admin team, if a child has been absent for 3 days.

**Step 2:** Parents will receive an Initial Absence Concern (Appendix 4) in writing if their child's absence has dropped below 90% at the time of review which happens every half term and once in Term 3 (5 times/school year).

**Step 3:** If attendance does not improve and remains <90% at the next time of review, parents will receive a Continuing Absence Concern (Appendix 5) in writing from the school.

**Step 4:** Parents will receive an Urgent Absence Concern (Appendix 6) if their child's attendance has not improved or drops to below 80% at the time of review.

**Step 5:** When they have been absent for 36 days, the parents will receive a Final Absence Concern (Appendix 7) providing written notification that their child's place in this school is under review for the following academic year due to very low attendance.

## Truancy

- If any student is absent from the school without permission, then the parents/guardians shall be contacted by telephone or letter and the pupil will be detained after appropriate notification.
- If the truancy happens more than once, then the parents/guardians shall be requested to attend a meeting with the Deputy Principal or Principal to discuss the problem.
- If the truancy becomes chronic, then a referral will be made to the Social Counsellor and Parents' Affairs Officer.

## Holidays

There are only 180 school days in an academic year, therefore families are discouraged from taking vacations during term time. All vacations or any unnecessary trips taken during term time will be registered and will count towards unauthorised absence for that academic year.



## **Absenteeism**

Pupils should always bring a note from parents/guardians explaining an absence. This should be given to the class teacher on the first day of return to school.

## **Authorised Absence**

An authorised absence is when a leave request has been approved by the principal or a written explanation (medical note) offered on the child's return to school. Holidays or travelling without a serious reason, do not meet the requirements of approved notification. Approved notification, will not be followed up by pastoral staff.

## **Unauthorised Absence**

Where either no written explanation has been provided by parents or in cases when the principal has not approved the absence request e.g. in the case when a family takes a vacation during term time.

## **Health**

A parent is permitted to sign their child off school for the first 2 days of absence. This should be in the form of a medical or personal note being given to the child's teacher on the child's return. *\*For absences of 3 days or more, a medical note must be provided.*

## **Religious absenteeism**

If a child needs to have time off during the school year for religious reasons, then 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.

## **Traffic in Doha**

If you are held up in traffic, please contact your child's teacher on Class Dojo explaining this to be the case. Traffic congestion or road works are not legitimate excuses for continued tardiness. However, isolated incidents will be taken into consideration.

## **Appointments in the day**

Children may only leave during the school day if collected by a parent or nanny/driver. If a child is removed from a class before 1:00 pm, it shall be treated as an absence UNLESS the parent presents a medical certificate for an appointment. Early exit from school counts in the same way as absences. Travel, traffic and non-availability of a driver – do not count as reasonable excuses.

\*Parents or guardians must report to reception when collecting children early. Parents, drivers or nannies are not permitted to collect children directly from classrooms.

# Newton International Academy

[www.newtonschools.sch.qa](http://www.newtonschools.sch.qa)

An International community of learners striving for excellence and celebrating success



## Appendix 1:

### Initial Punctuality Concern

Date:

Dear Parents,

I am writing to you as \_\_\_\_\_ has been late for school \_\_\_\_\_ times so far this academic year.

I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school.

Essentially, **the more that a pupil comes to school on time, the more academic progress they will make.**

Please be reminded of the commitment that you made when registering your child at Newton International Academy - Barwa City when you agreed that you would do everything to ensure that your child attends this school every day and on time.

Please also be reminded that every 3 lates is considered to equate to a full day of unauthorised absence according to our Attendance Policy found on the school's website. I trust that you will take the necessary measures in order to improve this situation.

Thank you in advance.

# Newton International Academy

[www.newtonschools.sch.qa](http://www.newtonschools.sch.qa)

An International community of learners striving for excellence and celebrating success



## Appendix 2:

### Continuing Punctuality Concern

Date:

Dear Parents,

I am writing to you as \_\_\_\_\_ has now been late for school \_\_\_\_\_ times.

**I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school.**

Despite writing to you on \_\_\_\_\_, your child's punctuality continues to require improvement. Please be reminded of the commitment that you made when registering your child at Newton International Academy when you agreed that you would do everything to ensure that your child attends this school every day and on time.

I trust that you will take this matter seriously and take the necessary measures in order to improve this situation as a matter of priority.

Thank you in advance.



## Appendix 3:

### Urgent Punctuality Concern

Date:

Dear Parents,

I am writing to you as \_\_\_\_\_ has been late for school on \_\_\_\_\_ occasions which is a cause for urgent action.

I am sure that you understand the importance of good punctuality in supporting your child's academic progress and performance in school. I understand that there could be an explanation therefore I would urge you to make an appointment to meet with me as soon as possible in order to discuss this matter further.

Please be reminded of the school's clear Policy for Pupil Attendance as your child's education and place at this school could be jeopardised if things do not improve as a matter of urgency.

Thank you in advance.





## Appendix 4:

### Initial Attendance Concern

Date:

Dear Parents, I am writing to you as \_\_\_\_\_ 's attendance is below 90% which is a cause for concern.

I am sure that you understand the importance of good punctuality and regular attendance in supporting your child's academic progress and performance in school.

**Essentially, the more that a pupil comes to school and on time, the more academic progress they will make.**

Please be reminded of the commitment that you made when registering your child at Newton International Academy when you agreed that you would do everything to ensure that your child attends this school every day and on time.

I trust that you will take the necessary measures in order to improve this situation.

Thank you in advance.



## Appendix 5:

### Continuing Attendance Concern

Date:

Dear Parents,

I am writing to you as \_\_\_\_\_ 's attendance is now \_\_\_\_\_% which continues to be a cause for concern.

I am sure that you understand the importance of good punctuality and regular attendance in supporting your child's academic progress and performance in school.

**Essentially, the more that a pupil comes to school and on time, the more academic progress they will make.**

Despite writing to you on \_\_\_\_\_, there has been no improvement in your child's attendance. Please be reminded of the commitment that you made when registering your child at Newton International Academy when you agreed that you would do everything to ensure that your child attends this school every day and on time.

I trust that you will take this matter seriously and take the necessary measures in order to improve this situation as a matter of priority.

Thank you in advance.



## Appendix 6:

### Urgent Attendance Concern

Date:

Dear Parents,

I am writing to you as \_\_\_\_\_ 's attendance is \_\_\_\_\_% which is considered to be chronic absence and a serious cause for concern.

I am sure that you understand the importance of good punctuality and regular attendance in supporting your child's academic progress and performance in school.

I understand that there could be an explanation therefore I would urge you to make an appointment to meet with me as soon as possible in order to discuss this matter further.

Please be reminded of the school's clear Policy for Pupil Attendance as your child's education and place at this school could be jeopardised if things do not improve as a matter of urgency.

Thank you in advance.



## Appendix 7:

### Final Attendance Concern

Date:

Dear Parents, I am writing to you as \_\_\_\_\_ 's attendance is \_\_\_\_\_% which is considered to be chronic absence and a serious cause for concern.

Despite writing to you on \_\_\_\_\_ to explain the seriousness of this situation, things have failed to improve.

Therefore, I am writing to inform you that your child's place for next academic year is now under review as outlined in our Attendance Policy. I urge you to arrange a meeting with myself to discuss your child's attendance.

Thank you in advance.