



# Attendance and Punctuality Policy

August 2024

## Introduction

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This Attendance and Punctuality policy is to ensure that there is an efficient system, known to all, for ensuring that pupils attend the College on time, on a daily basis. It will also establish that and in the case of lateness, pupils leaving early and non-attendance there is a reason known to the College.

At the beginning of each academic year, the College shall develop, implement, monitor, and regularly review and communicate our Attendance and Punctuality Policy to parents and publish it on our website.

## Purpose

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The aim of this policy is to ensure all pupils, College staff, Parents and Guardians understand the importance of regular attendance and the procedures for reporting any absence.

- Ensure that College deals firmly and effectively with concerns related to student absence and punctuality.
- Outline exceptional circumstances under which pupils may not be promoted or accelerated beyond their age-appropriate year
- To promote positive attitudes towards attendance from pupils and parents
- To provide a learning environment which encourages all our pupils to attend regularly and punctually, enjoy their learning and achieve their full potential
- To achieve 98% + attendance for the school each academic year
- To minimise persistent absence, days taken as holiday and other unauthorised absences
- To minimise incidents of lateness.

Brighton College Al Ain actively promotes and encourages 100% attendance of all pupils. Our aim is to ensure that pupils arrive at the College and to lessons on time.

The target for all pupils is to achieve 100% attendance and 100% punctuality. The minimum expectation for all pupils is attendance over the academic year of 98%.

- Outstanding: 98% and above
- Good: 96%
- Acceptable: 92%
- Unacceptable: below 92%

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## Definitions

<b>Absence</b>	The state of not being physically present in class/at school.
<b>Academic Year</b>	The period of the year during which pupils attend school, as defined by ADEK.
<b>Attendance</b>	The state of being physically present in class or at school. The attendance rate is recorded as the proportion of whole school days attended relative to the total number of school days as per the approved school calendar.
<b>Documented Learning Plan (DLP)</b>	A plan which outlines any personalised learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and pupils (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behaviour Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioural, language, or social and emotional need
<b>Educational Risk</b>	The decreased probability of pupil continuity, promotion, or graduation, or continuation to postsecondary education or other career pathways. Education risk stems from factors such as habitual absenteeism, disruptive behaviour, serious health issues, low achievement, disciplinary problems, prior grade retention, or other learning-related factors that could adversely affect the educational performance and attainment of some pupils.
<b>Examination Leave</b>	A period of absence authorised by the school for pupils to attend external examinations.
<b>Lateness</b>	Arrival later than the specified time for class.
<b>Parent</b>	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights.
<b>Present</b>	The state of being physically available in class/at school.
<b>Promotion</b>	The sequential movement of a pupil from one grade/year to the next at the end of an academic year
<b>Punctuality</b>	Arrival on time for school/class.
<b>Study Leave</b>	A period of absence that is authorised by the school for pupils to study for examinations.
<b>UAE General Education Certificate (Shahadat AlThanawiya Al-Amma)</b>	UAE's general secondary education lasts 3 years, covering years 10, 11 and 12. It is comprised of a common year 1 and then pursued by a specialisation in Science or Arts. Upon the completion of the 12th year, pupils are required to sit the examination in order to qualify for a general education certificate.

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## Policy

### 1. Attendance and Punctuality Procedures

#### 1.1 Start of the school day Attendance

Start of the school day	
Foundation and Junior	Senior
<p>All Junior pupils are required to be in school from <b>7.30am.</b></p> <p>Morning activities are from 7.30am - 7.50am.</p> <p><b>At 7.50am the register is taken by the class teacher.</b></p> <p>Pupils who arrive after 7.50am are marked late.</p> <p>The Foundation Stage are required to be registered before 7.50 am, anyone after this time will be marked as late.</p> <p>They are allowed to enter the FS entrance from 7.30am.</p>	<p>All Senior pupils are required to be in school from <b>7.30am.</b></p> <p>Between 7.30am - 7.50am the Senior pupils will take part in important tutor group activities.</p> <p><b>At 7.30am the register is taken by the tutor.</b></p> <p>Any pupils who arrive after 7.30am will be marked as late.</p> <p>Any pupils who arrive after 7.50am <b>must sign in late at the main reception</b>, where they will be given a late slip.</p> <p>This slip must be presented to the class teacher for their lesson.</p>
<p>After 8.00am the Admin team will contact parents via phone call for any unexplained absences.</p>	

Each day our Administration team will contact the parents of all absent pupils within 2 hours of the registers closing.

The outcomes of these conversations are logged on our monitoring systems and pupils will be allocated as either an authorised or unauthorised absence. Supporting documentation must be presented for an authorised absence and this will be stored on the pupil file in iSAMs.

As per ADEK guidelines the College shall authorise the following types of absences, provided they **are supported by a signed letter from parents or official documents from appropriate authorities – failure to provide the necessary documentation will result in a non-authorised absence:**

- Illness
- Death of a first- or second-degree relative.
- Medical appointment scheduled prior to the absence.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical care, escort leave, or a death in the family.
- Attendance of conferences, competitions, and events, with the permission of the Principal (e.g., Model United Nations, sports events, Olympiads).
- Work in the entertainment industry
- Observation of religious holidays that are not defined as public holidays in the UAE.
- Examination leave (for board and pre-collegiate examinations only, when approved by ADEK).
- Study leave (up to 4 weeks annually for board and pre-collegiate examinations only, when approved by ADEK).
- Leave for medical or therapeutic reasons for students with additional learning needs.
- Government-approved school closures due to extreme weather conditions.

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Where an absence is authorised, the College shall inform the student of work to be caught up and shall allow the pupil to complete any assignments or tests that they have missed.

### **Unauthorised Absence**

The following types of absences are to be regarded as unauthorised:

- Shopping trips.
- Unnecessary travel.
- Other types of absences not included in the authorised absences list.

Any requests for prolonged authorised absence must be made in writing and in advance to the appropriate Head of School.

Every day throughout the academic year is a day of learning. Our curriculum and productive lessons take place from the first day of an academic term, until the last. Pupils who miss either the beginning or end of terms due to unnecessary travel (not listed in the ADEK authorised absence list) will be logged as unauthorised absence. Pupils who miss this time will be missing curriculum content and learning that can have a detrimental impact on their progress.

Pupils are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the pupil so that they are absent without authorisation.

Truancy is an unauthorised absence, and College must immediately inform the pupil's Parents/Guardians of incidents of truancy and shall hold discussions with them and the pupil and closely monitor the pupil's attendance. If an absence is authorised, the pupil has the right to make up the work and tests that were missed.

All attendance is recorded daily on the ADEK Esis system.

#### **1.2 Monitoring and interventions**

As per ADEK guidelines the College will identify pupils in year 2 and above with unauthorised absence rates above 5% (based on total calendar school days). These pupils will be identified as a "cause for concern" and potentially at Educational Risk.

For FS and Year 1, schools shall identify a pupil's overall absence rates (including authorised and unauthorised absences) above 10% of the total calendar days outlined by ADEK (182), as a "cause for concern" and potentially at Educational Risk.

The College is authorised to further escalate, in line with the ADEK Educational Risk Policy and/or the [ADEK Student Protection Policy](#), if applicable.

Persistent absences (in line with ADEK guidelines) will have an impact on pupil learning. Where a pupil is deemed at Educational Risk, there is the possibility that the pupil will not be promoted into the next academic year.

Outlined below are the stages that the College will follow:



### Monitoring and intervention procedures

Monitoring and intervention procedures			
	(FS1, FS2, Year 1)		Year 2 and above
	The class teacher will monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern.		The class teacher / form tutor will monitor daily attendance and alert the HOY/ HMM if attendance becomes a concern
98%+ Attendance Up to 3 days unauthorised absence	Excellent attendance – meeting school expectations.	98%+ Attendance Up to 3 days unauthorised absence	Excellent attendance – meeting school expectations.
95% 11 days unauthorised absence	Letter 1 sent to parents by the class teacher to inform them that their child is now has 5% unauthorised absence. Ongoing monitoring by teacher. Letter uploaded on Isams.	97% 5 days unauthorised absence.	Letter 1 sent to parents by the class teacher / tutor to inform them that their child now has 3% unauthorised absence. Ongoing monitoring by teacher/ tutor. Letter uploaded on iSAMs.
90% 18 days	Letter 2 to be sent to parents by Head of Year outlining concerns and to request a meeting to discuss. Recorded on iSAMs and letter uploaded.  Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the Head of Year. Parents will be informed that their child may be at Educational Risk.	95% 11 days unauthorised absence.	Letter 2 to be sent to parents by the House Mistress / Master /HOY outlining concerns and to request a meeting to discuss. Recorded on iSAMs and letter uploaded.  Reasons for the pupil absence will be discussed during the meeting and targets will be set that will be monitored by the HOY/ HMM. Parents will be informed that their child may be at Educational Risk.
88% 22 days	Letter 3 sent by Deputy Head Pastoral. Meeting arranged with DH pastoral.  A pupil Individual Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team	92% 15 days	Letter 3 sent by Deputy Head Pastoral. Meeting arranged with DH pastoral. A pupil Individual Learning Plan will be created with a focus on attendance. The plan will be agreed by both the College and parents and monitored by the pastoral team

If attendance drops below 90% (18 days) (Yr2 upwards) or 85% (27 days) (FS1 – Yr1) then a letter will be issued by the Head of Junior/Secondary requesting a meeting to discuss.

If attendance does not improve, the Head Master 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 (unauthorised) across the year for whatever reason.

Attendance below 90% / 88% (PA) has serious implications on the pupil's progress and achievement.

In line with ADEK recommendations, the school will work with the pupil and parent through an individual intervention support programme with agreed targets.

### 1.3 Support

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The College aims to work collaboratively with all of our families in order to support them and their child/children to achieve and maintain excellent attendance. Below are examples of how the College may support / encourage and work with pupils and families.

- Reward and celebrate excellent and improved attendance and punctuality through certificates, assemblies and bespoke House rewards.
- Communicate with pupils and parents at regular intervals the importance of good attendance, as well as the impact of absence and the potential consequences.
- Notify parents when attendance drops to the ADEK cause for concern level and involve them in the planning of support and intervention measures.
- Where a pupil is identified as being at Educational Risk due to attendance issues the College will implement a Documented Learning which will outline any personalised targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and pupils (where appropriate).

#### 1.4 Punctuality

All pupils are expected to be on time for morning registration and for all lessons.

In the Junior School, all pupils who arrive at their classroom after 7.50am will be marked as late. Pupils will sign in at the Junior School reception and will receive a late pass to be handed to their class teacher. The main registers will be updated by the Junior School receptionist.

In the Senior School, all pupils who arrive at their tutor room after 7.30am will be marked as late by their tutor. Morning registers will close at 7.50am. Any senior pupils who arrive after 7.50am MUST sign in late at the College main reception and will receive a late pass. This should be handed to their class teacher when they go to lesson.

The late register will be communicated to our attendance admin, who will update registers accordingly.

The College will excuse pupils who are late in the morning in the case of adverse weather conditions, or any other exceptional reason deemed appropriate by the College administration.

Changes to drop off and collection.

- Early pick up from the College is not acceptable without a valid reason for safeguarding purposes.
- Parents are strongly encouraged to make medical appointments outside of College hours. Where this is not possible, a medical note / appointment letter must be provided in order for it to be classed as an authorised absence.
- Parents must notify the College personally about changes to collection arrangements. This should be in writing, via email or letter, a day in advance.
- Bus pupils are not allowed to switch buses on any day. Bus pupils may switch from bus to car if the College is notified in advance, as above.
- Parents do not receive a refund if the pupil does not use a bus that they have paid for.

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- Parents are expected to make arrangements with the Bus Company if they intend to make changes, it is not the responsibility of the College.
- If a parent decides to collect a child from school, then they must contact the bus company and the College so that the bus attendants do not collect the child and put them on the bus.

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## Approved by

Policy to be reviewed and checked annually by the Head Master.

15/08/2024

On behalf of the College Oliver Bromley-Hall -Headmaster

On behalf of the Board of Governors Craig Lamshed

## Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy update to new template and new ADEK guidelines	Victoria Shillingford	August 2024
2.0			

## Related Policies

Code of Conduct, Safeguarding and Child Protection Policy, At Educational Risk Policy, Behaviour Policy

## Brighton College Al Ain's Policies and Guidelines

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice. At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS / BSO Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

## Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

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