



Attendance and Punctuality Policy
Whole School
August 2024

Doha Academy Attendance and Punctuality Policy Whole School

Mission

Doha Academy offers students an education for life. We believe that schools should be happy, purposeful communities that enable children to achieve their best spiritually, morally, socially, intellectually and physically.

Vision

Doha Academy aims to be a global leader in providing an accessible, outstanding, all-inclusive education that reflects the principles and teachings of Islam.

Aims of this Policy

Doha Academy considers consistent, high attendance an important factor in positively impacting upon the education of a student. By the same token, inconsistent attendance and regular absences impact negatively. Doha Academy not only expects the highest code of behavioural conduct, but a consistent and high standard of attendance. Students are expected to maintain their attendance to exceed the minimum requirement of 90%. Attendance is regularly monitored and shared with stakeholders to raise the awareness and importance of good attendance and punctual timekeeping. Whilst students are educated within the school to fulfil National Curriculum or Examination standards, Doha Academy considers life skills education an important aspect to develop.

Attendance is important because:

1. There are direct links between poor attendance and under achievement.
2. Regular attendance by students has shown to have a direct impact on positive progress both academically and socially.
3. Students who attend school more regularly find learning experiences more satisfying.
4. Students who attend school more regularly transition into future education or the workplaces more easily.
5. Doha Academy can provide confidential references to future educational establishments or employers that directly focus and comment upon students' attendance and timekeeping.

The school will do all it can to promote good attendance and punctuality through tutor time, assemblies, PSHE, awards for good attendance and attendance related displays around the school. Attendance and punctuality will be monitored half-termly. **Those whose attendance falls below 90% will be notified of our attendance concerns.**

In instances of consistent absences or poor punctuality this will be followed up by the Deputy Headteacher arranging a meeting with parents to discuss issues and to find a solution where possible – if absences continue then ultimately the school may withdraw a student's place from Doha Academy. Such consequences are at the Principal's discretion.

Responsibilities

The Head of School Shall:

1. Run a half-termly report (minimum) of all students whose attendance is below 90%
2. Send out half-termly letters of concern to those with poor attendance or punctuality
3. Refer cases to the Deputy heads where it is deemed necessary to contact parents
4. Follow up on cases for concern in SLT Pastoral meeting

The Deputy Heads shall:

1. Ensure that structures are in place that facilitate the effective coordination of monitoring students' attendance and punctuality.
2. Ensure that staff are provided with professional development to implement the attendance and punctuality policy and procedures.
3. Ensure that attendance data is regularly analysed and communicated with appropriate stakeholders.
4. Monitor and update individual students' data relating to attendance or punctuality.
5. Provide confidential references for future educational establishments or employers relating to attendance and punctuality when required.

Admin staff shall:

1. Ensure all registers have been completed by 7.15.
2. Update iSAMs with late arrivals
3. Collate information from parents regarding absences of students, inform teachers of such and record correct code on iSAMs
4. Carry out first day calling procedures

All staff shall:

1. Have an entitlement to appropriate in-service training to equip them adequately for the tasks they have to fulfil.
2. Ensure that any attendance or punctuality student issues are promptly communicated with an appropriate member of staff (Year leader, Head of Section or Deputy Headteacher).
3. Ensure that tutors and class teachers accurately use all codes within registers (see below).
4. Ensure that all teachers keep an accurate register of students' attendance and punctuality.
5. Complete all attendance/punctuality student reports within their lessons (secondary).

First Day Calling

Where a child is absent from school and we have not received any verbal or written communication from the parent, we start a first-day contact process. Parents should call the school explaining the absence and then if evidence is needed, this should be brought in the next day.

Office staff check all of the registers from 7.00am to 7.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence and for an indication of a return to school date.

Punctuality

Students are classified as 'late' for school if they arrive after 7.00 am. If they arrive after this time they must enter school through the main Reception in their block and receive a late slip to give to their teacher. The Receptionist must then update the student as late on iSAMs. Students will not be permitted to enter lessons without a late slip.

It is the receptionists' responsibility to ensure that all registers are updated by 7:30 am and are available for SLT, MoE & HE or required during an emergency evacuation (fire register).

Arriving late twice in a week will result in 20 minutes of reflection time during break on Thursday with SLT in Secondary

Secondary Sections – Late for Lessons

For the Secondary Sections, students are classified as 'late' for a lesson after 5 minutes of the start time. A bell sounds 5 minutes after the start of each class. Any student arriving after the 5 minute bell will be considered late. They will be given a late mark on iSAMS and sanction according to the policy.

Form Tutors, Year Leaders and SLT must monitor late marks for attendance/punctuality and take the appropriate action.

SLT and designated administrative staff are responsible for contacting home to improve a student's punctuality/attendance. Contact can be in the form of phone calls (from DA phone not private), meetings (informal/seen at the gates, formal/set times and parents evenings). All contact must be recorded against the individual student's profile and phone calls must be recorded on trackers stating who contact was made with.

Attendance

Class Teachers/Form Teachers/Year Leaders and SLT are responsible for monitoring attendance of students. Cumulative attendance of students must be monitored to encourage the target of 90% is achieved by Form Tutors/Year Leaders and SLT.

1. Absences can be altered to authorised only when informed by the parent directly, orally or in writing. Information provided by children is insufficient to require a change. The SLT or administration staff may also provide this information to the teacher.
2. Absences can be altered to illnesses only when a medical note from a doctor is provided. Illnesses reported by parents are characterised as authorised absences. The nurse, SLT or administration staff may also provide this information to the teacher.

3. Absences where the school has been closed do not count towards a student's absence from school. However, they are marked down as absent with the reason being given as # – School Closed to students. This will not appear in any calculation of a student's attendance.

Advanced Authorised Absences

Each application for leave of absence during term time is considered individually by the Headteacher, taking into account the student's overall attendance and reasons for absence. Teachers will be informed of any advanced authorised absences by the Headteacher. Authorised absences will often be pre-recorded on the iSAMs registers but it remains the responsibility of the form/classroom teacher and receptionist to ensure it is accurate. **Parents should use the school authorised absence form.**

Children Leaving School Early

The parents or carers of students who need to leave school early for any reason **MUST** make a request directly to the relevant Head of Section (Assistant/Deputy Head teacher in their absence). Requests should be of a serious nature to warrant leaving school. A leaving slip will be issued by reception if approval is provided. Any early leave will count against school attendance.

Any parents or carers requesting to take their child from the section should be directed to Reception first to discuss the matter with the relevant Head of Section or Deputy Heads. It is not acceptable for a parent to collect a child for sickness unless the school administration has contacted home.

After a parent contacts the office and receives approval, the corridor supervisor will escort the student from their classroom. Students may not leave without permission and being collected. Teachers should not communicate with parents through a student's mobile device.

Sibling pass

Siblings should not be collected in Secondary until 2pm.

Persistent absence/punctuality

Parents of students whose attendance falls below 90% must be contacted and reminded of the child's attendance target. In some cases, such as medical or family exceptional circumstances, discretion (approval required from the Head of Section) can be applied in the actions staff could take. .

1. No action taken
2. Concern letter sent home
3. Phone calls home
4. Meetings with parents
5. Support offered
6. Review and decision regarding student's examination entry suitability
7. Review of a student's seat within the current/next academic year

Failure to attend the start of the academic year can also result in the withdrawal of their seat, even if a parent has registered a child in accordance with the MoE & HE guidelines:

‘If a pupil does not attend the school four weeks after the first day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel the registration. It is the responsibility of the parent to inform the school of any late attendance after the first day of term’.

Appendix Attendance codes

The following codes are used in all Doha Academy registers.

Code	Description	Meaning	Person authorised to use the codes
/	Present	Present	Teacher/Form Tutor
O	Unauthorised	Unauthorised absence	Teacher/Form Tutor
L	Late (after registers closed)	Unauthorised absence	Teacher/Form Tutor/ Receptionist
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence	Receptionist/Teacher (with necessary proof)
E	Excluded/suspension (no alternative provision made)	Authorised absence	Receptionist
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Receptionist
M	Medical/Dental appointments	Authorised absence	Receptionist/Teacher (with necessary proof)
R	Religious observance	Authorised absence	Receptionist
S	Study leave	Authorised absence	Receptionist
V	Educational visit or trip	Approved Education Activity	Receptionist

#	School closed to pupils	Not counted in possible attendances	Receptionist
---	-------------------------	-------------------------------------	--------------

Attendance procedures

All teachers are responsible for recording student attendance and lateness. These records are, essentially, documents that the school uses to monitor student attendance and punctuality.

Poor attendance and punctuality can have a significant impact on a student's academic, social and emotional development and can affect his or her life chances.

Morning registration

The Classroom teachers have the responsibility of taking the Attendance register at the beginning of the day: 7:00 am. Secondary take a register at the beginning of each session.

1. The Teacher / Tutor registers students as either Present or Absent on the iSAMS class register (paper when required).
2. If a student arrives late they must be recorded late on iSAMS or by writing the letter **L** in the absent code
3. The register must be saved and in the Secondary sections - returned to the front desk at the end of the Form period.
4. If a student arrives late to school, he/she must sign in with the receptionist at the front desk. The receptionist will then make the necessary adjustment to the class register by recording the lateness.

Code	Description	Person authorised and responsible for using the codes
/	Present	Teacher / Form Tutor
O	Unauthorised	Teacher / Form Tutor
L	Late (after registers closed)	Teacher / Form Tutor / Receptionist

Secondary Sections - during subject classes

Subject teachers should allow a few minutes after the scheduled lesson start to record the attendance for that class. Students arriving late to class should be recorded in the appropriate way using the following codes. Class teaches are responsible for monitoring attendance and lateness and taking the appropriate steps outlined in the Behaviour Management Policy.

Code	Description	Person responsible
/	Present	Class teacher
O	Absent	Class teacher
L	Late to class	Class teacher
Flag	Minutes late	Class teacher

Arrangements for monitoring and evaluation

Monitoring and Evaluation of this policy is the responsibility of the Head teacher. Any amendments or alterations following the review of the policy will be reported to the SLT for final approval.

Appendix Parent information

Doha Academy is aware that parents have a significant impact upon their sons'/daughters' attendance and punctuality. Parents are encouraged to improve their child's attendance and punctuality by displays within school presenting and displaying attendance, and differing forms of communication such as letters that contain the following guidance.

As a parent you can help us by:

1. Ensuring your child attends school regularly. Absence should only happen when your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty.
2. Telephoning on the first morning of any absence to give us the reason and tell us when the child is likely to return to school.
3. Arranging all non-emergency medical appointments out of school hours or during school holidays.
4. Sending us a note confirming the reason for your child's absence when s/he returns to school.
5. Frequent absence claimed as illness must be supported by medical evidence.
6. Keeping us updated by telephone or letter if your child has any extended period of absence.
7. Making sure we always have your current contact numbers; this includes all telephone numbers, and emergency contact details.

Authorised Absence

Some absences are allowed by school and are known as “authorised absences”.

For example:

1. If a student is considered ill by a doctor
2. Family bereavement
3. Religious observance such as an Umrah / Hajj trip

Unauthorised Absence

There are times when students are absent for reasons which are not permitted by school. These are known as “unauthorised absences”. Examples of unauthorised absence are:

1. Going for a family day out
2. Sleeping in after a late night
3. Going shopping or for a hair cut
4. Because it is your child’s birthday
5. Term-time holidays
6. Parent’s illness
7. Transport issues

We shall:

1. Follow up unexplained absences by phone calls and letters as necessary.
2. Remind parents of the importance of regular attendance and punctuality in our letters, Parents’ evenings and student reports.
3. Acknowledge and reward good attendance and punctuality.
4. Publish your child’s attendance rate on her/his school report.
5. Let parents or carers know if we have concerns regarding your child’s attendance and punctuality.

Where there is no explanation for an absence or where the explanation or reason for the absence is considered unsatisfactory, the absence will be recorded as ‘unauthorised’. Unauthorised Absences have to be recorded.

Absences which result in a termly % attendance rate of less than 90% may result in a student not being permitted to register for the following academic year. This may also affects a student’s ability to take their international exams in years 10-12.

Punctuality

1. It is important that students arrive on time as the first part of the school day is used to give out instructions or organise schoolwork for the rest of that day. It is also a time for children to settle down by reading or another quiet activity during registration.

2. Morning registration is at 7:00 am; this is the time students must be on school grounds. Parents must ensure that their child is coming through the school gate after 6.50 am and no later than 7.00 am.
3. All lateness is recorded daily. The reason for lateness, if known, will also be recorded. This information can be made available to other education establishments or universities when school transcripts are requested.

After school

Students must be collected promptly at the end of the school day or when ECA clubs have finished. Where late collection is persistent and/or significantly late, attendance at any future after-school activities and/or future annual registration may both be jeopardised.

Parent must be made aware that absence, for whatever reason, disadvantages a child by creating gaps in his/her learning. A good understanding of the work and good progress can only take place when the child is in the classroom regularly and on time.

Leavers

If a child is leaving our school, parents are asked to give the school comprehensive information about their plans including; any date of a move, reason for leaving, child's new school and the new start date when known. This should be submitted to the school in writing.

Policy Name: Attendance and Punctuality Policy Whole School		
Created (date): October 2017	Last Review Date: August 2022	Next Review Date: August 2025
Approved by Principal: Signature:		Approved by CEO: Signature:
School Stamp:		Group Stamp: