مدرســـــة المنتـــــزة الاجْليزيـــة
PARK HOUSE ENGLISH SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

RATIONALE

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available at Park House English School. Park House English School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

Although parents/carers have the responsibility for ensuring their child's good attendance, the staff at our school work together to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age-related learning expectations. A child whose attendance drops below 95% (including authorised absences) each year will, over their time at either primary or secondary school, have missed two whole terms of learning. In addition, children who are late to school miss out on key information and important notices.

AIMS

This attendance policy ensures that all stakeholders in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to EYFS, KS1, KS3, KS4 and KS5 children in order to promote good habits at an early age.
- Work in partnership with pupils, parents / carers and staff so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of PRIDE in their own responsibility.

- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.
- We maintain and promote good attendance and punctuality through:
- Raising awareness of attendance and punctuality issues among all staff, parents /carers and pupils.
- Ensuring that parents / carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils and staff on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance and punctuality
- Developing and implementing procedures to follow up non-attendance at school.

PROCEDURES

Definitions
Authorised absence
- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones or emails the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence
- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures
Our school will undertake to follow the following procedures to support good attendance:
- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents / carers and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school. (Parents / carers with children who are absent from school will receive an email or phone call when a child is absent unless school has been notified of the absence in advance).
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- Parents / carers with children who are absent from school will receive an email or phone call when a child is absent unless school has been notified of the absence in advance.

POLICY NUMBER:
OWNER: NATASHA HILTON/JARAD ROBSON
DATE OF ISSUE/LAST REVIEW: 05/03/2021
REVIEW DATE: 05/03/2022

مدرســـة المنتـــزة الاجْليزيــة
PARK HOUSE ENGLISH SCHOOL

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Form Tutor/Class Teacher

Are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Key Stage Leader in secondary and the Deputy/Head of Primary School where there are concerns and acting upon them
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted on Engage
- Discussing attendance issues at consultation evenings where necessary

Management

Management are responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring that absence on Engage /Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher
- Sending out standard letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

PARK HOUSE ENGLISH SCHOOL
مدرســـــة المنتـــزة الاجليزيــة

Registration

Pupils are allowed on site from 7am for an optional playtime (Primary) and all of the school doors open at 7.30am for the students to enter the school building. This time is sufficient for all pupils to come into the school building and await entry to their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning session. The attendance register must be completed by the class teacher by 7.50am. (Attendance code "A" for absent students and "/" for pupils who are present). Late students will entered as L by the member of staff in the front office.

All attendance records are documented using Engage software, which is supported by the International Schools Partnership. Attendance registers are legal documents and will be used in case of emergency procedures.

Lateness / Late Procedure
Our school will undertake to follow the following procedures to support good punctuality:
- Registration for all pupils starts at **7.40am.** Park House English School will allow a 10 minute grace period (although this will be challenged and picked up on if frequent).
- Students must register with their form tutor in secondary and class teacher in primary at all times unless arriving after **7.50am**. In this instance, they must register at reception. Students arriving from 7.50am or later will be marked as late by the member of staff at the front office and a late slip will be issued to the child and presented to the class teacher. This will be reflected in the student's termly school reports.

Students who have attended a dentist or doctor's appointment and subsequently come to school later than 7.50am will have the absence recorded as a medical absence (Attendance code M).

Students who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues however persistent non attendance can result in a child's place Park House School being withdrawn.

Secondary School lateness consequences.

- A student who arrives late to school will be recorded as such on the school's Management Information System.
- Persistent lateness to school will issue in students receiving consequences as indicated in the Behaviour Policy
- **Assemblies:** If a student arrives late to assembly they must stand at the back of the auditorium to avoid disruption. Students will be marked as late.
- **Exceptions:** Any students with medical notes or prior permission granted from the Key Stage Leader from consultation with parents / carers.

POLICY NUMBER:
OWNER: NATASHA HILTON/JARAD ROBSON
DATE OF ISSUE/LAST REVIEW: 05/03/2021
REVIEW DATE: 05/03/2022

PARK HOUSE ENGLISH SCHOOL

Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence. To contact the school, parents should send an email to primaryadmin@parkhouseschool.com for EYFS and Primary students and secondaryadmin@parkhouseschool.com, or call 44683800.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head of schools have the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence then we send an email requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence. (Attendance Code A)

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 8.00am to 8.30am 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.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home / upload to Microsoft Teams, so that they can keep up with their school work.

Addressing Attendance Concerns

The school expects attendance of at least 95%. **This includes any authorised absences**.

It is important for children to establish good attendance habits in their school career. It is the responsibility of the school to support good attendance and to identify and address attendance concerns promptly. At Park House English School we rely upon parents / carers to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially after 4 weeks in the first term concerns about attendance below 80% are raised with parents via emails which are sent home, after another 4 weeks and if attendance is at this point below 90% a formal letter will be sent home (via email) and after a further 4 weeks and attendance is below 95% another formal letter (via email) with the potential of withdrawing of a child's place at Park House School. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

Monitoring Attendance

Our office staff, has the responsibility for ensuring that all of the attendance data is accurately recorded on the Engage attendance software. Regular meetings are held with management to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

PARK HOUSE ENGLISH SCHOOL

مدرســـــة المنتـــــزة الاجْليزيــة

Engage Codes

Present – /   Holiday – H
Absent – A (Unauthorised)   Medical – M
Late – L   Excluded – X
Educational Activity – E   Isolated - I
Study Leave – S   Online learning – O

Attendance Review Meetings

Attendance review meetings will take place each term. The following criteria has been agreed upon.

100%	PRIDE reward issued to student and recorded on Engage
95% to 99%	Praise received and recorded on Engage
90% to 94%	Poor attendance discussed with student (parents for EYFS/primary students at parents meetings) and recorded as a concern on Engage
Below 90%	Letter of concern and Attendance Meeting with parents to discuss poor attendance. Recorded on Engage.

Attendance Meetings

In cases where a students' attendance is of concern, parents / carers of students will be asked in to school for an Attendance Meeting with the students Key Stage Leader/ Head or Deputy of Primary.

Stage 1
Meeting with parents to discuss students' poor attendance, strategies to improve and impact on progress.

Stage 2
Second meeting with parents to discuss student's continued poor attendance, strategies to improve and impact on progress.

Stage 3
Final meeting to inform parents / students that attendance is at a critical level and that entry into Park House English School for the next academic year cannot be guaranteed. Official letter issued and acknowledged by parent. This will be added to the student's official school file.

EVALUATION

Policy updated to ensure consistency throughout Primary and Secondary School. Please not that the major change to this version sees the removal of the Secondary Late Detention system. This will now be challenged using the consequences system as outlined in the Secondary Behaviour Policy.

APPENDICES

Attendance Letter V1
Late Warnings