



Dubai English Speaking School

Attendance and Punctuality Policy

100%



Written by:	R.Eldred	Reviewed:	February 2016
Approved by:	SLT	Next Review:	September 2018

Statement of Intent

Attendance is vital to ensure that children access a full-time education programme offered by the school. Children's absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other children in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all children at the school. The school will secure and improve teachers' attendance.

Parents, children and the school must work together to improve and maintain high attendance rates.

Aims

This policy aims to ensure all stakeholders are aware of their responsibilities regarding the attendance of all children to ensure children receive the maximum educational opportunity available to them.

It is expected that children's attendance will be 100% and is mandatory on all days the school is open. However, at DESS, the nature of the school with a large expat community means that some absence is unavoidable and therefore aim to keep our overall school attendance above 95%.

Attendance

Your child can only be absent from school if:

- They are unwell
- You have gained prior permission from the school for an authorised absence / holiday

How to inform the school of absence

Sickness:

- Report the absence using the school website on the Parent tab
- Telephone the school on 043371457
- Tell the class teacher
- Email the school on absence@dessdubai.net
- If the school sent the child home unwell the previous day then we will assume they are still unwell the next day

The school will call the parents to find out why your child is absent on the first morning they are registered as absent.

Please see the medical policy for advice from the nurse regarding sickness and absence expectations.

Pre-authorised absence:

- Ask the Headteacher in writing at: primarypa@dessdubai.net at least 48hrs prior to the intended dates.

- Teachers will not provide work for children whilst they are absent

- In exceptional circumstances the school accepts that children may be absent and the school informed later than on the first day of absence.

Punctuality and Absenteeism

All attendance and punctuality is monitored closely.

If absence drops below 90% and/or becomes a concern:

- The teacher will discuss with the parents / send a note home in the first instance
- The phase leader will write a letter to inform them of the impact of withdrawal from learning
- The headteacher will invite parents for a meeting with either herself or a member of SLT to discuss the concerns and remind them of their responsibilities as outlined in the parent contract
- You will receive written notice announcing refusal to enrol the student in the school for the following academic year as outlined in the parent contract where attendance and punctuality are not addressed.

If lateness increases above 10% and/or becomes a concern:

- The teacher will discuss with the parents / send a note home in the first instance
- The phase leader will write a letter to inform them of the impact of withdrawal from learning
- The Headteacher will invite parents for a meeting with either herself or a member of SLT to discuss the concerns and remind them of their responsibilities as outlined in the parent contract
- You will receive written notice announcing refusal to enrol the student in the school for the following academic year as outlined in the parent contract where attendance and punctuality are not addressed.

Staff work towards the school's attendance expectations by:

Governors

Absenteeism reported to Governors in termly Headteacher report.

SLT

- Ensure and maintain a system to track and monitor children's absence
- Ensure and maintain an effective system to allow for pre-authorised absence
- Communicate concerns with parents according to this policy
- Meet with parents when needed to discuss attendance and punctuality concerns

Teachers

- Will monitor and discuss with parents on a regular basis where there is a concern.
- Report concerns to Phase Leaders
- Provide parents with an initial letter when attendance or punctuality become a concern

Data Manager / iSams coordinator

- Will provide half-termly attendance reports to teachers and SLT to inform them of children who have low attendance or a high level of lateness
- Ensure the attendance data is accurate
- Keep the training of teachers up to date to ensure their registers accurately
- Input attendance and punctuality percentages onto reports for parents

Parents

- Parents have the responsibility to read, ratify and implement this policy on attendance and punctuality.
- Parents have the responsibility to promote their child's attendance and punctuality and abide by the timings set by the school for the start and the end of the school day.
- Understand and uphold the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the children's chances of enrolment for the upcoming academic year.

Monitoring of this policy

This policy will be monitored and updated regularly as stated by a member of SLT.