

Bateen World Academy: Attendance Policy 2023-24

*"The future holds no place for those who lack knowledge and education."
His Highness Mohammed Bin Zayed Al Nahyan*

"Good character is not formed in a week or a month. It is created little by little, day by day. Protracted and patient effort is needed to develop good character." – Heraclitus

These quotes emphasize the importance of consistent and persistent effort in developing good character in education. It aligns with the values of the International Baccalaureate (IB) learner profile, which aims to foster the development of well-rounded individuals who possess a strong character.

Attendance at school plays a crucial role in this process as it provides students with opportunities to cultivate the values of the IB learner profile. The IB learner profile consists of ten attributes:

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective.

Regular attendance at school allows students to engage in inquiry-based learning, gain knowledge across various subjects, develop critical thinking skills, and practice effective communication. Attending school also enables students to demonstrate principled behavior, showcase open-mindedness, display care for others, take risks in their learning, strive for a balanced lifestyle, and engage in reflective practices.

Therefore, consistent attendance at school supports the holistic development of students' character, aligning with the quote by Heraclitus and the values of the IB learner profile.

Rationale

Bateen World Academy believes good attendance is a vital component of student success. Research clearly demonstrates the strong correlation between high levels of attendance and higher exam grades.

Aims

1. To promote principled, caring attitudes towards attendance
2. To provide a learning environment which encourages all our students to attend regularly and punctually, reflect on their learning and take risks in their learning to fulfill potential

Objectives

1. To achieve 98% + attendance for the school each academic year
2. To minimize persistent absence, days taken as holiday and other unauthorized absences

Strategies for Success

Working Together: The School will...

1. Support students by providing a school environment that encourages and rewards regular and punctual attendance
2. Keep an accurate and up to date record of attendance to school and to lessons
3. Contact parents if a student is absent from school (with no communication from parents)
4. Inform parents of any concerns regarding their child's attendance or punctuality
5. Reward excellent attendance

Working Together: The Student will...

1. Attend school regularly and aim for 98%+ attendance each academic year
2. Be on time for school and all lessons. *All students should be at school by 7:40 am*
3. Attend school, as normal during whole school events such as Sports Day, BateenFest, National Day and International Day etc.
4. Avoid leaving school early to travel or attend non-essential appointments. These appointments should be scheduled for after 3.30pm

Working Together: The Parent will...

1. Ensure their child attends regularly and is punctual to school (arriving before 7.40am)
2. Endeavour to make medical appointments (doctor/dentist/hospital) out of school hours
3. In the event of an essential appointment, parents will provide written confirmation (at least 24 hours in advance)
4. Ensure family holidays are taken out of term time
5. Parents/guardians are responsible for reporting student absences to the school before 8:30 am on the first morning of their child's absence. This can be done by emailing Home-room teacher/tutor/HOY/reception or a phone call to the reception/pastoral administration assistant.
6. Communicate with the school in the event of prolonged absence (3 days or more)

Please Note: School hours are from 7:40am to 3.00pm Monday to Thursday and from 7:40am to 12:00pm Friday. Parents, relatives, drivers, nannies or friends of family, are **not permitted** to remove a student from lessons or school without the prior permission of the Head of Year or Principal.

Absence Notification procedure for Parents

When reporting an absence, parents/guardians should provide the following information

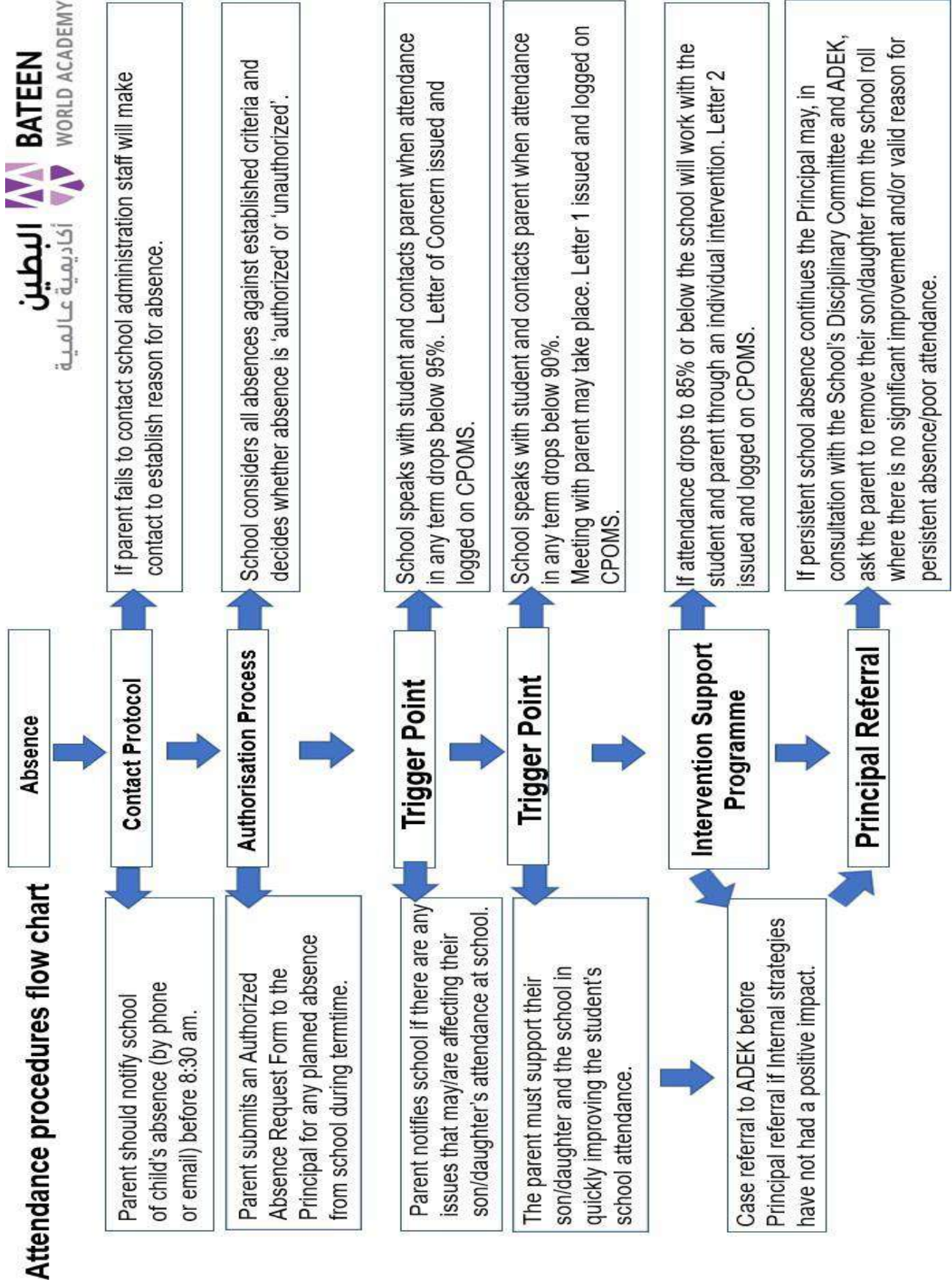
- a) Students full name
- b) Year level
- c) Date(s) of absence
- d) Reason for absence (e.g. Illness, medical appointment, family emergency)

This information should be communicated to both the homeroom/Form Group teacher and reception via email.

FS2 – Year 6 primaryreception@bateenworldacademy.ae

Year 7-13 reception@bateenworldacademy.ae

Managing Absence at Al Bateen Academy



Persistent Absence

Students that are absent for substantial parts of their education fall behind their peers, struggle to catch up and are more likely to underachieve at school. When attendance drops below 95%, without genuine reason, the form tutor will speak with the student and the school will notify the parent with a notice of Concern letter. When attendance drops below 90%, without genuine reason, the form tutor will speak with the student and the school will notify the parent with Attendance Letter 1 (*Level 1 written warning*). Attendance below 85% is considered persistent absence and has serious implications on the student's progress and achievement. In line with ADEK recommendations, the school will work with the student and parent through an individual intervention support programme with agreed targets and an Attendance Letter 2 (Level 2 written warning) will be issued. If persistent unauthorized absence continues, the Principal may in consultation with the School's Disciplinary Committee and ADEK, ask the parent to remove their son/daughter from the school roll where there has been no significant improvement and/or valid reason for persistent absence/poor attendance.

Parent Request for ‘Authorized’ Student Absence during term time 1 or more consecutive days:

Primary FS2 – Year 6

We advise parents *not* to take their son/daughter out of school during term time and to keep absences to an absolute minimum. Parent requests to take their son/daughter out of school, during term time, must be in writing via the **Parent Request for Authorized Student Absence form** and addressed to the Primary Director of Student Affairs who will then look through the child’s past history and have a discussion with the Primary Principal. The parent will need to receive a signature from both the Primary Director of Student Affairs and the Primary Principal to acknowledge the ‘authorized’ absence.

Secondary Year 7 – Year 13

We advise parents *not* to take their son/daughter out of school during term time and to keep absences to an absolute minimum. Parent requests to take their son/daughter out of school, during term time, must be in writing via the **Parent Request for Authorized Student Absence form** and addressed to the relevant Head of Year who will then look through the child’s past history and have a discussion with the Secondary Principal. The parent will need to receive a signature from both the Head of Year and the Secondary Principal to acknowledge the ‘authorized’ absence.

The Principal may grant ‘authorized’ absence for urgent family reasons during term time, but is not obliged to do so. Any parent request must be made in advance. The Principal must be satisfied that there are special circumstances that warrant the absence. It is for the Principal to decide what constitutes special circumstances. All parent requests will be judged on a case-by-case basis. The Principal will take into account individual circumstances such as student attainment, attendance, and ability to catch up on missed lessons and work, proximity of examination/test dates and any other key events on the school calendar.

Strategies to Promote the Importance of Good Attendance at School for students in Year 7 -13

As students progress through the school they take on more ownership of their attendance and punctuality. The school supports all students and promotes the importance of good attendance in the following ways for students in Year 7 onwards:

- **Rewards system:** certificates, House Points, rewards lunches/trips, commendations

98% Attendance for 1 Term	Bronze Award
98% Attendance for 2 Terms	Silver Award
98% Attendance for 3 Terms	Gold Award
98% Attendance for 6 Terms	Platinum Award

- **Articles** in school newsletter, student bulletin, letters to parents and progress reports
- **Positive ethos** and messages in assemblies, tutor time, lessons and parent evenings

The Importance of Attendance and its Relationship with the Curriculum (Year 7-13)

All subjects at school are important. When a student misses a school day, they not only miss out on the learning within each subject and the benefit of full instruction from their qualified teacher, they will also have to spend additional time catching up on and completing missed classwork and homework. This can lead to a student experiencing anxiousness and frustration at not being able to catch up, due to an increased workload. The school will always support any student that has missed school lessons – **but it is the responsibility of the student to be proactive, to speak to his or her teachers on their return to school, and catch up on missed classwork and homework.**

The school values the curriculum time spent on other learning and cultural activities: such as National Day, International Day, BateenFest and the Al Bateen Olympics (Sports Day). It is important that parents and students recognise that these are an integral part of the school calendar. Attendance at such events is both important and valuable to a student's learning and personal development. Any unexplained absence will be recorded as an 'unauthorised' absence.

Evaluation

The Director of Student Affairs takes responsibility for overseeing the Attendance Policy and attendance figures at Bateen World Academy. The attendance policy will be reviewed periodically by the school administration and may be amended as necessary to reflect changing circumstances or legal requirements.

* Addendum: During periods of distance learning this policy will remain regardless of student's choice of mode of learning. I.e. face to face in school or distance learning.

Updated: July 2023

Appendix 1- Primary FS2-Year 6

PARENT COMMUNICATION

Date:

Important Notice: Attendance Letter 1- Notice of Concern- Primary

Dear

Bateen World Academy is committed to fostering a nurturing and inclusive learning environment that promotes academic excellence and personal growth through the implementation of the Primary Years Programme (PYP) and Responsive Classroom strategies. We firmly believe that regular attendance plays a crucial role in maximizing your child's educational experience and overall achievement.

As part of our dedication to maintaining high standards, we have set a minimum attendance target of 96% for all students. It is with regret that we inform you that the attendance levels of _____ have recently declined to _____%.

We genuinely value your partnership in ensuring the best possible attendance record for your son/daughter. Therefore, we will closely monitor your child's attendance in the coming weeks and work together to address any concerns that may be hindering their regular attendance. Should you require any assistance or have any questions regarding your child's attendance, please do not hesitate to contact us. We are here to offer guidance and support, and we hope to witness an improvement in your child's attendance rate in the near future. Your support and cooperation in this matter are greatly appreciated.

Yours Sincerely,

(Homeroom Teacher)

Reply Slip: Attendance Letter 1– Notice of Concern

Please fill out and return this reply slip to your child's form tutor:

I/We have received the attendance information letter.

Student Name:

Year Group:

Parent Signature:

Date:

Appendix 2- Primary FS2 – Year 6

PARENT COMMUNICATION

Date:

Important Notice: Attendance Warning Letter 1 - Primary

Dear

Bateen World Academy is dedicated to fostering excellence and achievement in all aspects of your child's education within the Primary Years Programme (PYP). We understand that consistent attendance is crucial for your child's academic progress and growth. Therefore, we have set a minimum target of 96% for all PYP students.

We believe that a strong attendance record positively impacts your child's engagement, participation, and overall success in the PYP. Regular attendance allows them to fully immerse themselves in the inquiry-based learning experiences, collaborate with peers, and develop essential skills across subject areas.

Regrettably, we have noticed that the attendance levels of _____ have recently decreased to _____. We want to work closely with you to ensure the highest possible attendance for your son/daughter, and as a result, we will closely monitor your child's attendance closely over the forthcoming weeks.

If you require any assistance or have any questions regarding your child's attendance, please do not hesitate to reach out to us. We are here to support you and are hopeful that we will see an improvement in your child's attendance rate in the near future.

Thank you for your unwavering support and co-operation in this matter.

Yours Sincerely,

(Homeroom Teacher)

Reply Slip: Attendance Letter 1– Notice of Concern- Primary

Please fill out and return this reply slip to your child's homeroom teacher:

I/We have received the attendance information letter.

Student Name:

Class:

Parent Signature:

Date:

Appendix 3 - Primary FS2 – Year 6

PARENT COMMUNICATION

Date:

Important Notice: Attendance Warning letter 2- Primary

Dear [Parent/Guardian's Name],

Further to Attendance Warning Letter 1 sent on _____ by the homeroom teacher, I regret to inform you that there has been insufficient improvement in your child's attendance at school. As an International Baccalaureate Primary Years Programme (PYP) school, we emphasize the significance of regular attendance as it greatly contributes to your child's academic and social development. Research consistently shows that students with higher attendance rates tend to achieve better grades and perform more effectively in their studies. Therefore, we kindly remind you of the importance of your child's consistent presence in school.

In accordance with the guidelines set forth by the Department of Education and Knowledge (ADEK), our school aims for an attendance target of 96% for all students. Unfortunately, since September [Year], your child, [Student's Name], has been absent for [Number] days, resulting in an attendance figure of [Attendance Percentage]% for the current academic year. We consider this a serious concern that may adversely impact your child's progress at school.

We genuinely seek your support in addressing this issue and would like to arrange a meeting to discuss a positive way forward regarding [Student's Name]'s attendance. I kindly request you to contact me at [Email Address] at your earliest convenience to schedule a meeting.

Furthermore, we urge you to continue emphasizing the importance of regular school attendance with your child. It would greatly benefit their educational journey if any non-essential absences, such as vacations or long weekends, are avoided during term time. Additionally, please ensure that your child leaves for school on time each morning, allowing sufficient travel time to arrive punctually.

Thank you for your ongoing support and collaboration. We believe that, together, we can help your child achieve their fullest potential and foster a strong culture of regular attendance at [School Name].

Yours sincerely,

Mrs. [Primary Pastoral Lead's Name]

Primary Pastoral Lead

Appendix 4- Primary FS2-Year 6

PARENT COMMUNICATION

Date: XXX

Important Notice: Punctuality Warning Letter 1.

Dear Parent

Bateen World Academy is committed to raising standards and achievement in all aspects of your child's education. We recognise that high levels of student attendance are closely linked to academic success. As a result, we set a minimum target of 96% attendance for all of our students.

Unfortunately, XXX punctuality levels have recently fallen to XXX 'Late' marks to morning registration.

We would like to work with you in maintaining the best possible attendance record for your son/daughter and as a result will monitor your child's attendance closely over the forthcoming weeks. If we can assist you, or if you have any questions, please do not hesitate to contact us. We can hopefully report an improvement in the near future.

Thank you for your support and co-operation in this matter.

Yours sincerely

Mr./s
Homeroom Teacher X

Reply Slip: Punctuality Letter 1

Please fill out and return this reply slip to your child's Homeroom Teacher:
I/We have received the attendance information letter.

Student Name:

Tutor Group:

Parent Signature:

Date:

Appendix 5- Primary FS2-Year 6

PARENT COMMUNICATION

Date: XXX

Important Notice: Punctuality Warning Letter 2.

Dear Parent,

Bateen World Academy is deeply committed to maintaining high standards of academic excellence and fostering a positive learning environment for all our students. We believe that punctuality is a fundamental aspect of personal responsibility and sets the foundation for success both inside and outside the classroom.

It is with great concern that we must inform you that there has been minimal improvement in your child's punctuality.

Regular and prompt attendance is crucial for your child's educational progress. It directly impacts their ability to fully engage in lessons, participate in valuable classroom discussions, and build strong relationships with their peers. Additionally, chronic tardiness disrupts the learning environment for other students and can create a sense of inconsistency and disorder.

We expect immediate and significant improvement in your child's punctuality. To address this matter more effectively, we have implemented the following measures:

- **Strict Monitoring:** We will closely monitor your child's attendance and punctuality over the next few weeks. Any further instances of lateness will be met with appropriate disciplinary actions.
- **Parental Involvement:** We request your active cooperation in ensuring your child's punctuality. Please prioritize creating a consistent morning routine that allows ample time for your child to arrive at school punctually.
- **Consequences:** Continued disregard for punctuality will result in escalating disciplinary measures, including but not limited to detention, loss of privileges, and potentially, a meeting with the school administration.

We understand that circumstances beyond one's control may occasionally contribute to lateness. If there are any specific challenges your child is facing, please communicate them to us promptly, and we will work together to find appropriate solutions. However, it is essential to emphasize that punctuality is ultimately the responsibility of both the student and their parents.

We strongly urge you to address this matter seriously and impress upon your child the significance of punctuality in their academic and personal development. By doing so, you will instill essential life skills that will serve them well beyond their time at Bateen World Academy.

Thank you for your immediate attention to this matter. We anticipate seeing a marked improvement in your child's punctuality in the future.

Yours sincerely,

(Homeroom Teacher/Form tutor)

Appendix 6: Secondary Year 7-13

PARENT COMMUNICATION

Date:

Important Notice: Attendance Letter 1 Secondary - Notice of Concern

Dear

Bateen World Academy is committed to raising standards and achievement in all aspects of your child's education. We recognise that high levels of student attendance are closely linked to academic success. As a result, we set a minimum target of 96% attendance for all of our students.

Unfortunately, the attendance levels of _____ have fallen to _____%. We would like to work with you in maintaining the best possible attendance record for your son/daughter and as a result will monitor your child's attendance closely over the forthcoming weeks.

If we can assist you, or if you have any questions, please do not hesitate to contact us. We can hopefully report an improvement in your child's attendance rate in the near future.

Thank you for your support and co-operation in this matter.

Yours Sincerely,

(Form Tutor)

Reply Slip: Attendance Letter 1– Notice of Concern

Please fill out and return this reply slip to your child's form tutor:

I/We have received the attendance information letter.

Student Name:

Tutor Group:

Parent Signature:

Date:

Appendix 7: Secondary Year 7-13

PARENT COMMUNICATION

Date:

Important Notice: Attendance Warning Letter 1 Secondary.

Dear Parent

Bateen World Academy is committed to raising standards and achievement in all aspects of your child's education. We recognise that high levels of student attendance are closely linked to academic success. As a result, we set a minimum target of 96% attendance for all of our students.

Unfortunately, _____ (insert name) _____'s attendance levels have recently fallen to _____ % with _____ 'Late' marks to morning registration.

We would like to work with you in maintaining the best possible attendance record for your son/daughter and as a result will monitor your child's attendance closely over the forthcoming weeks. If we can assist you, or if you have any questions, please do not hesitate to contact us. We can hopefully report an improvement in the near future.

Thank you for your support and co-operation in this matter.

Yours sincerely

(Form Tutor)

Reply Slip: Attendance Letter 1

Please fill out and return this reply slip to your child's form tutor:

I/We have received the attendance information letter.

Student Name:

Tutor Group:

Parent Signature:

Date:



Appendix 8: Secondary Year 7-13

PARENT COMMUNICATION

Date:

Important Notice: Attendance Warning Letter 2 Secondary_

Dear _____

Further to Attendance Warning Letter 1 sent on _____ by the form tutor, I regret to inform you that there has been insufficient improvement in your child's attendance at school. We believe that good attendance at school is a vital component to student success. According to research, students with higher attendance rates will achieve better grades than students who are repeatedly absent from school.

As a school we are guided by the Department of Education and Knowledge (ADEK) regulations and our school has an attendance target of 96% for all of our students. Unfortunately, _____ has missed _____ days of school since September _____ and has an attendance figure of _____ % for the academic year. This is has now become a serious concern and will undoubtedly affect _____ progress in school.

I would welcome the opportunity to meet you regarding this matter and plan a positive way forward regarding _____ attendance. Please contact me on (Insert Email) at your earliest convenience.

We ask that you continue to promote the importance of good attendance at school with your son/daughter; endeavor not to take him/her out of school during term time (for example, a holiday or long weekend) and ensure that he/she leaves for school on time every morning allowing sufficient travel time in order to arrive punctually.

The school will always support any student that has missed out on school lessons, but it is the responsibility of the student to be proactive, to speak to his/her teachers on their return to school, and catch up on missed classwork and homework. Any unexplained absence will always be recorded as an 'unauthorised absence'.

Thank you for your continued support.

Yours sincerely

Mr./s.
Head of Year

Appendix 9: Secondary Year 7-13

PARENT COMMUNICATION

Date: XXX

Important Notice: Punctuality Warning Letter 1 Secondary.

Dear Parent

Bateen World Academy is committed to raising standards and achievement in all aspects of your child's education. We recognise that high levels of student attendance are closely linked to academic success. As a result, we set a minimum target of 96% attendance for all of our students.

Unfortunately, XXX punctuality levels have recently fallen to XXX 'Late' marks to morning registration.

We would like to work with you in maintaining the best possible attendance record for your son/daughter and as a result will monitor your child's attendance closely over the forthcoming weeks. If we can assist you, or if you have any questions, please do not hesitate to contact us. We can hopefully report an improvement in the near future.

Thank you for your support and co-operation in this matter.

Yours sincerely

Mr./s
Head of Year X

Reply Slip: Punctuality Letter 1

Please fill out and return this reply slip to your child's form tutor:

I/We have received the attendance information letter.

Student Name:

Tutor Group:

Parent Signature:

Date:

Appendix 10- Secondary Year 7-13

PARENT COMMUNICATION

Date: XXX

Important Notice: Punctuality Warning Letter 2.

Dear Parent,

Bateen World Academy is deeply committed to maintaining high standards of academic excellence and fostering a positive learning environment for all our students. We believe that punctuality is a fundamental aspect of personal responsibility and sets the foundation for success both inside and outside the classroom.

It is with great concern that we must inform you that there has been minimal improvement in your child's punctuality.

Regular and prompt attendance is crucial for your child's educational progress. It directly impacts their ability to fully engage in lessons, participate in valuable classroom discussions, and build strong relationships with their peers. Additionally, chronic tardiness disrupts the learning environment for other students and can create a sense of inconsistency and disorder.

We expect immediate and significant improvement in your child's punctuality. To address this matter more effectively, we have implemented the following measures:

- **Strict Monitoring:** We will closely monitor your child's attendance and punctuality over the next few weeks. Any further instances of lateness will be met with appropriate disciplinary actions.
- **Parental Involvement:** We request your active cooperation in ensuring your child's punctuality. Please prioritize creating a consistent morning routine that allows ample time for your child to arrive at school punctually.
- **Consequences:** Continued disregard for punctuality will result in escalating disciplinary measures, including but not limited to detention, loss of privileges, and potentially, a meeting with the school administration.

We understand that circumstances beyond one's control may occasionally contribute to lateness. If there are any specific challenges your child is facing, please communicate them to us promptly, and we will work together to find appropriate solutions. However, it is essential to emphasize that punctuality is ultimately the responsibility of both the student and their parents.

We strongly urge you to address this matter seriously and impress upon your child the significance of punctuality in their academic and personal development. By doing so, you will instill essential life skills that will serve them well beyond their time at Bateen World Academy.

Thank you for your immediate attention to this matter. We anticipate seeing a marked improvement in your child's punctuality in the future.

Yours sincerely,

(Homeroom Teacher/Form tutor)

Appendix 11- Leave of Absence request form FS2-Year 13

Student Name		Homeroom/ Tutor Group	
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First Date of Absence		Last Date of Absence	
Reason for Absence			

Parent Name		Date	____/____/____
Parent Signature			

TO BE COMPLETED BY THE PRINCIPAL AND EMAILED TO RECEPTION

Absence Status	Approved <input type="checkbox"/>	Acknowledge but not approved <input type="checkbox"/>	
Principal Comments			
Principal Signature		Date	____/____/____

Reception → Email: Tutor/Head of Year to notify of absence

Engage → Attendance

Appendix 12: Year 7 – 13 Out of Lesson Form

Planned Student Absence / Catching up on Missed Work

It is important that students do not fall behind and miss important work when they are absent from school. It is also the responsibility of students to catch up on missed work as a result of any absence. To support students in this process they should:

- three days **before** a **planned absence** complete this form with their subject teachers
- or on return to school **after** a prolonged absence due to illness/injury complete this form with their subject teachers
- **or during** a prolonged absence (when the student is fit to complete work at home) email this form directly to their subject teachers

To the student: By filling out this form you are demonstrating a mature and responsible approach to your education and agreeing to proactively communicate with teachers to ensure that any work missed is completed in a timely manner. Your teacher's email addresses can be found on the Portal, please email them directly for additional support and guidance.

Student Name:			
Form Group:		Form Teacher:	

Date (s):			
Reason for Absence:			

Lesson(s) Missed			
Date:	Period:	Subject/Teacher:	Work to complete:
	1		
	2		
	3		
	4		
	5		
	6		



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Lesson(s) Missed			
Date:	Period:	Subject/Teacher:	Work to complete:
	1		
	2		
	3		
	4		
	5		
	6		

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To all teachers: Please communicate with the student about any work that will be missed or needs to be completed as a result of this absence. Thank you for your support.

Appendix 13- Removing school from school- FS2-Year 13

Date:

Removing child from school without approval.

Student Name:

Form:

I am removing my child from school against the school advice. I have not provided an appropriate reason for the absence and I understand that this absence will be recorded as 'Unauthorised Absence'.

As a result of my child being removed from school, I understand that he/she will miss classes and this will have an impact on their learning. I take full responsibility for this unapproved action.

Parent name

Parent Signature:

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Appendix 14- Home Room Teacher and Administration roles and responsibilities

Reception Attendance steps:

- 1- Set up the paper of late attendance with the security in main reception and with the receptionist at primary reception from 7:55am onwards and for Fridays it is 7:44am onwards.
- 2- Update the late attendance list on engage and send email reminders to any teachers who didn't save the morning registration on engage.
- 3- Update the student absentees to authorized that we received emails or calls for.
- 4- Call all the parents of students who are absent unauthorized and update engage accordingly.
- 5- Update the attendance on eSIS.

Pastoral Administration:

- 1- To support reception with attendance procedures as per Reception Attendance Steps:
- 2- To oversee the attendance data and provide updates to the Director of Student Affairs on attendance percentages at calendared check points.
- 3- To prepare attendance warning letters for each check point
- 4- To add signed attendance warning letters on CPOMS
- 5- To follow up missing attendance letters with relevant stakeholders

Medical Clinic: (When decision is made to send a child home)

1. To contact the parent and explain the reason for requesting the child goes home / seeks medical care
2. Once confirmed, to email, and inform **reception, HOY, Form Tutors and security** that the child is going home
3. Escort child to main reception and hand over to parent/ reception to sign out

Security:

1. To support reception in monitoring and collection of names of students who arrive late in the morning – see reception steps
2. To check that students have permission to leave school from either HOY or Medical Clinic
3. To ensure any student leaving during school signs out on the sign out sheet.

Home Room Teacher Attendance Guidance: FS2 – Year 6

Registration and 'Engage'

Homeroom Teachers must record and save an accurate daily register of student attendance on the Engage system. This takes place at 7.50 every morning by which time students should be in their homeroom classes. Students who arrive to their class after 7.55 am should be marked as late (L) on Engage. The register must be saved by 8:00am. This is essential for accurate Evacuation Registers and enable first day of unauthorized absence calls home.

Absence and attendance codes to be used on Engage:

Please only use the following codes when marking your Engage register:

/ (present – in school)

A (absent – authorized, parents have told us a valid reason why they cannot attend)

U (absent – unauthorized, not present and no valid reason given for absence)

L (late after register closed – after 7.55am)

Student absences

All student absences are recorded by the home room teacher on Engage as 'Unauthorized Absence' (U) until an acceptable reason has been provided by parents via a note, email, or phone-call. Unauthorized absences are absences that the school does not consider reasonable. This includes parents keeping children off school unnecessarily to travel, shopping trips, truancy, and any absences that are not properly explained.

If home room teachers are unsure whether to authorize the absence on Engage, they should discuss with the Primary Director of Student Affairs.

Only the Primary Director of Student Affairs can give permission for a student to leave school early (before 3pm) for a scheduled appointment. The Primary Director of Student Affairs will inform reception staff who will then update Engage.

Parents are expected to contact the school and the home room teacher of any absence as soon as possible. If the school has not been provided with a reason for absence, the administration team will contact all parents of students marked absent on the first day. This usually takes place before 9.30am and it is therefore essential to adjust Engage accordingly if you have been provided with a reason for absence directly from the parents. This will prevent those parents who have followed our procedures from receiving a phone-call from the school.

If a homeroom student is absent for 3 or more days (and the absence on engage remains 'unauthorised' and you have not received communication from parents explaining the absence), please contact the Primary Director of student affairs as soon as possible. When you receive communication directly from parents to explain a previous absence, please ensure Primary reception is added in and they will adjust the engage code to 'Authorised Absence' (A).

Form Tutor Attendance Guidance: Year 7-13

Tutors must record and save an accurate daily register of student attendance on the Engage system. This takes place at 7.40am every morning by which time students should be in their tutor bases. Students who arrive to their tutor base after 7.41am should be marked as late (L) on Engage. The register must be saved by 8:00am. This is essential for accurate Evacuation Registers and enable first day of unauthorized absence calls home.

Absence and attendance codes to be used on Engage:

Please only use the following codes when marking your Engage register:

/ (present – in school)

A (absent – authorized, parents have told us a valid reason why they cannot attend)

U (absent – unauthorized, not present and no valid reason given for absence)

E (absent – authorised educational activity)

L (late to registration- between 7.41-8.00am)

R (late after register closed – after 8.00am)

Student absences:

All student absences are recorded by the tutor on Engage as 'Unauthorised Absence' (U) until an acceptable reason has been provided by parents via a note, email or phone-call. Unauthorised absences are absences that the school does not consider reasonable. This includes: parents keeping children off school unnecessarily to travel, shopping trips, truancy, and any absences that are not properly explained. If tutors are unsure whether or not to authorise the absence on Engage, contact your HoY for advice.

Please note that

only Heads of Year can give permission for a student to leave school early (before 2.30pm) for a scheduled appointment. HoY will write a 'permission to leave note' in the student's planner and reception staff will then update Engage.

Parents are expected to contact the school and inform tutors/pastoral team of any absence as soon as possible. Currently, if the school has not been provided with a reason for absence, the Administration team will contact all parents of students marked absent on the first day. This usually takes place before 9.30am and it is therefore essential to adjust Engage accordingly if you have been provided with a reason for absence directly from the parents. This will prevent those parents who have followed our procedures from receiving a phone-call from the school.

If one of your tutees is absent for 3 or more days (and the absence on engage remains 'unauthorised' and as the tutor you have not received communication from parents explaining the absence), please contact the Pastoral Administration Assistant or HoY as soon as possible. When you receive communication directly from parents to explain a previous absence, please adjust the engage code to 'Authorised Absence' (A).

Late to registration – After 7:40am

If a pupil is late (L) to registration twice in one week a sanction should be given by the tutor e.g. break 1 or 2 reflection. The sanction should be recorded on CPOMS and in the student planner. If a student is persistently late please inform their parents via email or phone in the first instance and arrange a meeting with them to discuss poor punctuality if appropriate. If lateness persists contact your Head of Year (they will also contact home and arrange a meeting with parents). If a student arrives after 8.00am, when classes start, they should sign in at reception. The receptionist will mark them as Late (R) on Engage. An after-school pastoral reflection will be issued by the Administration Team (and parents informed) if no acceptable excuse has been given.

Guidance for students leaving school during the day:

No students are allowed to leave the school during day unless the following reasons apply.

- Medical reasons – confirmed via the nurse who will call the parent, copying in reception, HOY and form tutors into communication to explain the student is going home.
 - Medical appointment – confirmed by a parent 24 hours in advance – form tutor / HOY to share this with reception if in the planner or reception/HOY not copied via email.
 - If the student informs reception they need to go home, they must be referred to their HOY to approve this with the parent. Reception staff to support this process.
 - If the parent is physically in the building and wants to take their child this cannot be prevented. This should be challenged by the HOY and attendance for afternoon changed to unauthorised.
- *Unless extenuating circumstances apply.