

مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza

ATTENDANCE AND PUNCTUAL POLICY AND PROCEDURE



ليوا للتعليم
Liwa Education

2023

THE SCHOOL'S PHILOSOPHY

As a school, we recognise that regular school attendance and punctuality are most important. Irregular attendance undermines the educational process and leads to educational disadvantage. Children need to attend school regularly if they are to obtain the full advantage of educational opportunities available to them and have the best chance to achieve their full potential. As part of this aspiration, we will monitor and respond to any instances of poor and/or irregular attendance and/or punctuality and adopt a fair, consistent and even-handed approach.

Recognising that parents are primarily responsible for ensuring that their children attend school and are punctual we will give our full support to them in this undertaking.

Aims

To create an environment in which children look forward to attending school and lessons.

To make children's attendance and punctuality a priority amongst all teachers, parents and children of the school

To ensure the whole school community is committed to practices which encourage good attendance and punctuality.

Description of responsibilities for all the members of the school community

Staff	Student	Parent
<ul style="list-style-type: none"> ● To lead by example ● To be consistent in dealing with children ● To encourage the aims and values of the school among the children ● To have high expectations of the children 	<ul style="list-style-type: none"> ● To be aware of the school's values and expectations ● To ensure that they make every effort to arrive on time each day 	<ul style="list-style-type: none"> ● To be aware of the school's value and expectations ● To support the values and expectations of the school ● To ensure that children arrive on time each day and are collected at the correct time ● To keep children at home when they are ill ● To provide the school with a written explanation of the reasons for any absence

ROUTINES FOR MANAGING AND IMPROVING PUNCTUALITY AND ATTENDANCE

There are members of staff on duty every morning from 7:00am.

The bell is rung promptly at 7:30am.

All children should be in class by 7:30am. The register is marked as soon as possible after the start of the school day and always by 7.40am, after which arrivals are marked as late. If a child arrives in school after the register is marked, that child will need to return to the Admin desk and receive a late note to be given to the teacher acknowledging that they have marked their attendance as late.

School will highlight the importance of good attendance and punctuality through events and activities e.g. monthly winners, certificates etc.

For each class a record of the previous punctuality and attendance figures will be made available to parents e.g. in termly reports, newsletters.

The child's punctuality and attendance is recorded in the termly report as a percentage and when necessary improvement should form one of the child's future targets.

A clear and consistent message is given at all times by all members of staff.

Staff must 'model the message' ensuring they are punctual.

A set series of prompts and letters home is one part of our strategy to improve punctuality both at drop-off and pick-up (See Appendixes).

The Homeroom teacher has the responsibility for issuing the first reminders followed by the Social Worker, each half term. After this point, if the child continues to be late the Assistant Principal will contact the parents. The Homeroom teacher must ensure the Assistant Principal is made aware of situations which might make it difficult for children to be punctual.

All children will need to be collected from their designated pick-up points. Children not collected will stay with the teacher until 3pm, after which they will be escorted to Reception. The Homeroom teacher makes a note in the register of those collected late and then in the late room they register their children with the staff on duty. Staff will make note of what time they are collected next to their name. Homeroom teachers will be responsible for sending out reminder letters.

HOLIDAYS DURING TERM TIME

Absence during term time can seriously affect a child's progress. Children should request permission to take holidays during term time in exceptional circumstances. Any request for permission to take a child out of school for a holiday should be in writing to the Principal and this must be done before the holiday is booked. Medical and dental appointments should not be made during school time, if possible.

ATTENDANCE REGISTERS - POWERSCHOOL

Morning and afternoon registration periods are an important part of the school day and should be seen as such by both teachers and children. Teachers are to complete the register within the first 15min of every lesson, and to notify the Social Worker if they have any students missing.

Staff should pay particular attention to accuracy and consistency when completing the register and follow the guidelines when a child arrives late.

UNAUTHORISED ABSENCES

Unauthorised absence involves children having time out of school without explanation, or where the reason for absence is one that the school cannot authorise, for example: shopping, birthdays, not realizing term had started. However, we are not unsympathetic to difficult or special circumstances and will always consider explanations of absence.

CONTACTING PARENTS

If the homeroom teacher has not been informed of the reason for a child's absence, the register is marked as absent on the registration system and a call/SMS is sent to the parent. However, should a child be absent for longer than two days without explanation, the teacher will contact the parents to find out why.

CONCERNS

Using Powerschool, students who have repeat, or consecutive absence or lateness will be highlighted by the homeroom teacher/social worker. Where steps above have been implemented and there is no improvement to attendance/punctuality then students will be put on a monitor and they will be given catch up time during breaks for the work they have missed.

Ideally students should maintain an attendance of 96% or better. Students who fall below 94% are at risk of falling behind academically and so must be supported to attend school consistently.

***APPENDIXES INCLUDE REMINDER LETTER TEMPLATES TO FOLLOW.**

APPENDIX 1 – WRITTEN REMINDER – LATE FOR SCHOOL

Reminder Letter

Date:

Dear Parent/ Guardian

Re. XXXXXXXXXX

I am writing to advise you of my concern about your child's punctuality.

Since the beginning of term x

Number of times late: xx

Should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your co-operation.

Yours sincerely,

Ms XXXX

APPENDIX 2 – FINAL REMINDER – LATE FOR SCHOOL

Final Reminder Letter

Date:

Dear Parent/ Guardian

Re XXXXXXXXX

I am writing for a second time to advise you of my continued concern about your child's punctuality.

Since the beginning of this half term:

Number of times late: XX

At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause your child to be late on occasion.

However, it is my duty to inform you of possible consequences of persistent lateness:

Children may be distressed or upset about arriving late;

The late arrival of a child causes disruption for the rest of the children once the lesson has begun;

Children miss important parts of the lesson, which, in the morning, usually means they are missing English or mathematics;

Children are not learning the value of being punctual – an important life skill;

Persistent lateness means that your child is missing parts of the curriculum which may have a negative impact upon their assessments and examination results.

As I stated in the previous letter, should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely,

Ms. XXXX

APPENDIX 3 – WRITTEN REMINDER – LATE COLLECTION

Reminder Letter

Date:

Dear Parent/ Guardian

Re. XXXXXXXXXX

I am writing to advise you of my concern about your child's late collection.

Since the beginning of term x

Number of times collected late: xx

Should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your co-operation.

Yours sincerely,

Ms XXXX

APPENDIX 4 – FINAL REMINDER – LATE COLLECTION

Final Reminder Letter

Date:

Dear Parent/ Guardian

Re XXXXXXXX

I am writing for a second time to advise you of my continued concern about your child's late collection.

Since the beginning of this half term: xx

Number of times collected late: XX

At school we fully appreciate that there can be exceptional circumstances, for example heavy traffic, which can cause you to be late on occasion.

However, it is my duty to inform you of possible consequences of persistent lateness:

Children may be distressed or upset about you collecting them late;

The late arrival of a parent causes disruption to the school by hindering teachers from attending after school meeting and professional training, something we cannot allow;

Children are not learning the value of being punctual – an important life skill;

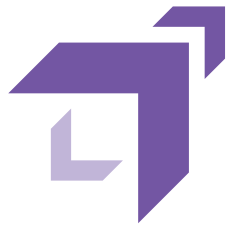
As I stated in the previous letter, should there be exceptional circumstances causing this lateness or any way school can help improve this situation please don't hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely,

Ms. XXXX

School Name	Liwa International School Falaj Hazza	Issue Date	
Policy Name		Revision Date	
Prepared By		Policy Number	
Approved By	Mr. Neil Murphy, Principal		



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