



ATTENDANCE AND PUNCTUALITY POLICY

2019 - 2020





Belvedere British School Abu Dhabi recognises that good attendance and consistency in punctuality play an important part in a student's educational success and the establishment of a strong work ethic, responsibility, and reliability. It is also a matter of child protection and safety that the school knows when students are absent or late. Parents are expected to inform the school when their children are absent.

Policy

Regular attendance and punctuality are essential for students to enjoy a full academic, extra-curricular and social life as part of the school community, and in order that they maximize their potential for learning. The school will set targets, and work with parents and students to ensure an overall average of 95% attendance and punctuality, or better, for each student.

An electronic attendance and punctuality record system is kept on the School's Management Information System (Engage) and all inputting of relevant information is done on a daily basis within established and timely expectations. Teachers take attendance every morning, during form time and submit onto Engage.

The Assistant Principal Pastoral monitors the records of attendance regularly and trends are identified within the system to alert the classroom teacher and Vice Principal when a student is absent for more than two days. Persistent lateness will also be identified and parents will be contacted in either situation. Teachers all have access to monitor the attendance of their students.

Responsibilities

The Principal will:

- Ensure that attendance requirements are clearly communicated to parents, students and staff, including sending a copy of the policy to all parents/guardian at the beginning of the school year;
- Ensure that attendance records are accurately maintained in a manner that is in accordance with ADEK requirements, including a register of enrolments and daily attendance;
- Ensure privacy through password-controlled systems;
- Grant sick leave or exemption from school, according to ADEK guidelines (available from ADEK <https://www.adek.abudhabi.ae/en/pages/default.aspx>)
- Develop procedures that encourage high levels of attendance and punctuality within a positive motivation context, but also including a progressive intervention model, where indicated.

Teachers will:

- Maintain accurate daily records of school and lesson attendance and punctuality and retain them according to the school's requirements;
- Record reasons for absence and tardiness;
- Create an inclusive, engaging learning environment, so that all students feel safe and able to learn and be motivated to attend.

Parents will:

- Ensure students attend school on each school day, unless through illness or authorised absence;
- Provide notification with reason for student absence via Engage, telephone call, email or in person;
- Ensure their child arrives at school on time if using own transportation;
- Ensure their child is on time for bus transportation;
- Provide a written permission note, signed and dated, if an alternative to the usual mode of transportation is to be used at any time.

Procedures

Day to day monitoring of attendance

7:30 – School day starts.

7:30 – 7:55 – Teachers complete class registers on Engage. Teachers input correct codes, to signal to the main office of student attendance.

All students arriving after 7:30 will receive a late slip to show their class teacher, from the reception office. If a student arrives in class without a late slip, teachers are to query that student and decide if it is needed for them to return to the front office.

An attendance officer monitors absent@belvederebritishschool.com emails and amend registers as needed.

All communications and information to be noted on Engage.

Daily phone call home is done by Corridor Supervisors or other members of the administration team.

Reminders are sent to parents to use the absent@belvederebritishschool.com email.

Once all information is collected and processed internally by the attendance team, the information is loaded onto eSIS by the eSIS Officer.



As per ADEK regulations, a written note of explanation or medical certificate needs to be collected. This will be placed in the plastic wallet on a daily basis and filed in our attendance office. ADEK states: “When a student returns to school following an absence, Parents/Guardians must send a signed note to the School indicating the reason for the student’s absence. Students are responsible for completing all assignments missed during their absence (see Policy (55)).”

Absentee monitoring – Assistant Principal Pastoral shall follow-up and contact parents of students with 3 consecutive days absence or regular absent trends (eg – Thursday afternoon). Persistent absence from a student will result in that student being placed on ‘wave 4’ intervention, were they will be monitored by their class/form teacher for a minimum of 3 weeks. If no improvement is noticed, then a review of the monitoring period will determine the next steps of assistance. If required, the Assistant Principal Pastoral or another member of SLT, will arrange a parent team meeting with the class teacher to discuss possible assistance the school can provide.

Please note from ADEK: “Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

Unauthorized Absences

The following types of absences are to be regarded as unauthorised:

1. Shopping trips.
2. Unnecessary travel.
3. Other types of absences not included in the authorised absences list.

Students are considered to be truant if they are absent from school without their Parents’/Guardians’ knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation.

If an absence is authorised, the student has the right to make up the work and tests that were missed. If an absence is unauthorised, the school will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

The school can expel a student in the case of there being an unexcused absence for ten (10) days continuously, or fifteen (15) days non-continuously during the academic year. This is on the condition that the school has already sent three warning letters; such that a warning is sent every three days. Additionally, the expulsion order must be issued by the School Principal and approved by ADEK and the guardian is informed.



Punctuality – Assistant Principal Pastoral to monitor through the Engage records. Continual lateness will be followed-up and parents contacted to reiterate the importance of being on time. Behaviour sanctions will be put into place, to try and discourage late attendance.

ADEK states: “School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).”

Assistant Principal Pastoral to implement a school wide motivation programme, which will involve a league table to track and monitor attendance/punctuality.

Long term absence – as per ADEK guidelines parents should inform the school administration ten (10) days earlier. This is to enable the teachers to prepare a list of tasks which the student will miss during the absence. ADEK states “The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.”

Bus absences – The front office will complete a bus absence form that is collected by the Bus Coordinators to confirm with the Bus Supervisors the arrangements for end of the day.

Review Date:	July 2019
Next Review Date:	July 2020

Principal		Date:	
BBS Board of Governors		Date:	

