



Home of Irresistible Learning

Dubai English Speaking School

Attendance and Punctuality Policy

100%



Written by:	Catherine Dando	Reviewed:	September 2023
Approved by:	SLT	Next Review:	September 2024

DSIB Inspection Guidelines

Outstanding	Very Good	Good	Acceptable	Weak	Very Weak
2.1.5 Attendance and punctuality					
Attendance is at least 98%. Students are punctual to school and lessons.	Attendance is at least 96%. Students almost always arrive at school and to lessons on time.	Attendance is at least 94%. Students usually arrive at school and to lessons on time.	Attendance is at least 92%. Students generally arrive at school and to lessons on time.	Attendance is less than 92%. A minority of students consistently arrive late at school and/or to lessons.	Attendance is less than 90%. A large minority of students consistently arrive late at school and to lessons.

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, and 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 attendance 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, **we aim to keep our overall school attendance above 95%.**

Inclusivity

DESS is committed to ensuring every child accesses learning and the curriculum equally, at a level that meets their individual needs, alongside peers of the appropriate age. As an inclusive school, we adapt our provision to meet individual needs, including the content of this policy.

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, appointment or holiday

Informing the School of an Absence

Sickness

For sickness and medical reporting, please report this via the DESSC Parent App as follows:

Please select: Information tab > scroll down to Useful Websites & Absence Reporting > Report My Child Absent (DESS) - please complete the details and submit the form.

If the absence is not sickness or medical related, or your child will be late to school, please email dess_absence@dessc.sch.ae before 8:00am, confirming your child's details and the reason for absence. When calling the school, please leave a message, providing your child's name, class and details of absence.

Telephone Number: 04 3371457, Select Option 1

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

Please place a request in writing to dess_absence@dessc.sch.ae at least five working days prior to the intended dates.

If the absence is not for a family holiday, teachers will set some class work on a case-by-case basis as directed by the SLT line manager.

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 95% and/or becomes a concern:

- The class teacher will discuss with the parents and/or send a note home in the first instance.
- Next, the Year Leader will write a formal letter to inform parents of the impact of withdrawal from learning.
- Should concerns persist, the Headteacher will invite parents for a meeting with either herself or a member of the Senior Leadership Team to discuss the concerns and remind them of their responsibilities as outlined in the parent contract.
- The parent/carer will be given a letter informing them that this will likely end up in impacting their child's promotion to the next year.

****Please refer to the KHDA guidelines as per the Parent Contract stated below.***

If lateness increases above 5% and/or becomes a concern:

- The class teacher will discuss with the parents and/or send a note home in the first instance.
- Next, the Year Leader will write a letter to inform parents of the impact of withdrawal from learning.
- Should concerns persist, the Headteacher will invite parents for a meeting with either herself or a member of Senior Leadership Team to discuss the concerns and remind them of their responsibilities as outlined in the parent contract.
- The parent/carer will be given a letter informing them that this will likely end up in impacting their child's promotion to the next year.
- *Please note, as a courtesy notification, the reception team will notify the parents in writing after two late pick-ups at the end of the school day.*

****Please refer to the KHDA guidelines as per the Parent Contract stated overleaf.***

KHDA Guidelines as per the Parent Contract

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day.	The first five (5) incidents of tardiness in a short period of time such as a month or an academic term.	Written warning to student and notify parents. Tardiness will be noted in the student's progress report.
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month.	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report.
	Any additional incidents to the above.	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to re-enrol the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four (4) incidents of absenteeism in a short period of time such as a month or an academic term.	Written warning to student and notify parents. Absent days will be noted in the students' progress report.
	Up to an additional three (3) instances of absenteeism in a short period of time.	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in the student's progress report.
	Any additional incidents to the above.	At the discretion of the school, decision might include: <ul style="list-style-type: none"> • Community hours at school • Detention during school hours • A written notice announcing refusal to re-enrol the student in the school for the following academic year.
<p>These decisions are endorsed by the KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.</p>		

Half-Termly Tracking of Attendance

For Class Teachers:

- An overview list of class percentages for whole class (on one page).
- For every child that has less than 95% an individual daily overview of their attendance.

For Year Leaders and Senior Leadership Team:

- For children who are under 95%, a list for the Year Groups they are responsible for.

For Headteacher:

- A whole school list of all children under 95%.

**All information to be sent the first week back after each half-term/end of term holiday.
All information is sent electronically by email.**

1. Student Analysis Report (this is the blue colour heading for the section)

- Session Analysis (report name)
- Date Range = start date and end date (half-term dates)
- Times = AM
- Pupil Filter = School
- Range = Any, Value = %
- Options = Group by Form
- Report Format = pdf etc.
- Run Report

2. Individual Student Reports (this is the blue colour heading for the section)

- Individual Register Report (report name)
- Date Range = start date and end date (half-term dates)
- Times = AM
- Pupil Filter = School
- Range = Less than, Type = Present, Value = Percentage, Amount = 95.
- Statistics = Yes
- Include Codes = Yes
- Group by = Form
- Report Format = pdf or excel
- Run Report

3. Use the same report as report number 1.

- Range = less than 95% present
- Output = Group by Year

4. Use the same report as report number 1.

- Output = Group by Surname

Staff work towards the school's attendance expectations by:

Trustees

- Absenteeism reported to Trustees in termly Headteacher report.

Senior Leadership Team

- 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 Year Leaders in weekly team meetings
- Provide parents with an initial conversation and/or letter when attendance or punctuality become a concern

The Receptionist

- Is responsible for overseeing the daily inputting of all registers
- Send daily emails regarding absentees
- Send a courtesy notification to parents after two late pick-ups at the end of the school day
- 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

This policy will be monitored and updated regularly as stated by a member of the Senior Leadership Team.

Taking a Class Register at DESS (For Class Teachers)

- All class teachers are responsible for taking their daily register and have overall responsibility for what code is entered for each child. The reception team are there as support for this process.
- If a child is unwell, or sent home unwell then not at school the next day, you can assume they are still sick.
- It **must** be an adult who verifies a child's attendance; no child should be marked in if the teacher can't verify their whereabouts.
- **DO NOT** use the 'all present' button (it overrides any information already logged for that day).
- Reception will call the phase once to give the **N** names. The LSA will call back once to pass on any information.
- If a parent has informed the class teacher that the child won't be in the next day for any reason e.g. an appointment or a family occasion, then the teacher is responsible for completing this on the register.
- Any child entering after the gates are locked will have their name taken by security who pass on to Reception.
- If a child is late and you enter them as late on the register, please enter how late they were in minutes.
- All gates will close at 7:45am (except for the FS back gate for **FS children only** which will remain open until 8:00am).
- If a child is late, then reception will have registered them at the front desk before they come into school.

Important Timings

Children are officially late at 7:50am (Y1-Y6) and 8:05am (FS)