



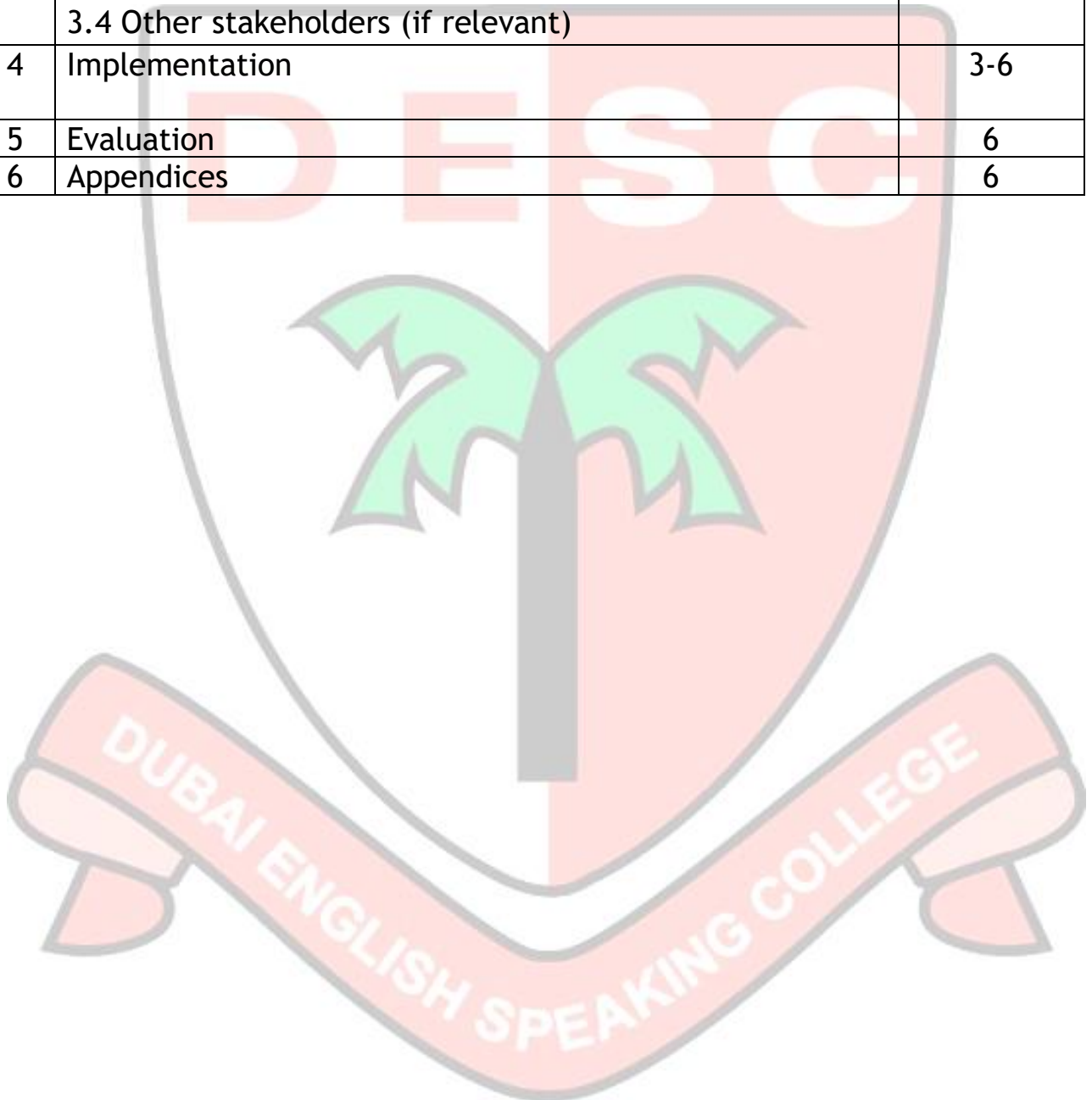
Dubai English Speaking College

Attendance & Punctuality Policy

2023 - 24

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ATTENDANCE AND PUNCTUALITY POLICY

1. RATIONALE

DESC promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research between high levels of attendance and achievement. At DESC, there are high expectations of all members of the community - staff, parents and students in ensuring that excellent attendance at school and punctuality to school, lessons and other activities is the norm.

2. AIMS

To ensure attendance and punctuality is a priority for all those associated with the school including students, parents and staff. We aim:

- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- To further develop positive and consistent communication between home and school
- To provide support, advice and guidance to parents and pupils
- To register pupils am/pm using iSAMS

3. RESPONSIBILITIES

3.1 DESC STAFF

ROLE OF TUTOR REGARDING REGISTRATION AND ABSENTEEISM

- Form Tutors are responsible and accountable for completing registers accurately during Tutor time each morning using the recommended registration codes.
- Instructions for taking registers are provided in the Staff Handbook. These must be followed **daily**.
- At the beginning of each academic year, staff will be advised where to find the information regarding absence codes.
- The register is to be taken in silence. Tutors must emphasise the importance of the register and should use appropriate strategies for those who are uncooperative.
- Tutors should follow the guidelines listed below for following up absence. The Absence Coordinator will support tutors and HOH in monitoring persistent absence and lateness.
- Tutors should monitor their registers on a weekly basis and ensure that Ns, or blanks are investigated, and the appropriate absence code is used.
- ALL tutors and teachers are expected to take a register at the beginning of each lesson/form time; failure to do so will lead to follow up from House Leaders or SLT.

ROLE OF ABSENCE COORDINATOR FOR FOLLOWING UP ABSENTEEISM

- On the first day of absence, parents are expected to contact the school to report an absence. The Absence Coordinator is responsible for contacting parents in instances where no information regarding a student's absence is forthcoming.
- The Absence Coordinator will adapt the register with the necessary code once confirmation of absence is received.
- If a student misses more than 7 days of school or persistent patterns of absence are noted, the Absence Coordinator will make an initial phone call home expressing concern. If the Absence Coordinator feels that further follow up is needed, they will pass on information to the Tutor and notify the Head of House.

ROLE OF THE TEACHER WHEN REPORTING ABSENCE DURING THE DAY

When a class teacher notices a child is absent from their lesson but has been recorded as present in previous lesson or during morning registration:

- DO NOT send a whole staff email.
- Contact relevant House Parent Liaison/Sixth Form support and inform them the name of the student who is absent.
- The PL will ensure the Prayer rooms are checked, then contact the following people to check if they are with them:
 - Rachael Gritt, our Absence Coordinator.
 - Reception to see if they have signed out.
 - Nurses.
 - Student Advisors.
 - PA/Sports department to see if they have a peripatetic music lesson or sports development plan session respectively.
 - Inclusion department to see if they are in an intervention session.

If the student is still absent, the PL will alert the DHOH/HOH/HOY and member of SLT who is attached to the House to start a search.

3.2 DESC STUDENTS

THE SILENT START - Every lesson at DESC begins with a SILENT START. Students are expected to take out equipment, including pencil cases, exercise books, reading books and show they are prepared for the lesson. They should then wait in silence until the teacher takes the register. It is at the discretion of the teacher to decide on an appropriate silent start activity/procedure.

3.3 DESC PARENTS

It is the parent's/guardian's responsibility to notify the College of their child's absence. This can be done via email (absence@dessc.sch.ae) for years 7 to 11 and sixthformreception@dessc.sch.ae for years 12 and 13 or by leaving a message on the College telephone system (04 3604866 option 1, followed by option 1 again for years 12 and 13 and 04 3604866 option 1, followed by option 2 for years 7 to 11) before 7.30am. This is communicated to parents at the start of term and as part of the induction pack for mid - year starters.

IMPLEMENTATION

4.1 REGISTRATION

OPERATING PROCEDURES

- Registration is open in iSAMS from 7.00am until 7.44am. Tutor Time is from 7.35am - 8.00am on Monday to Friday with registration occurring between this period and Moral Education, Islamic Education and Arabic occurring also on a rota at this time.
- Tutors should be with their forms/class at 7.20am.
- The National Anthem will play at 7.59am on Monday to Friday - the end of the Anthem is a clear signal for students that Tutor time is finishing, and they should make their way to their first lesson.
- Students are late if they arrive in the form room after 7.35am.
- On days when there is an assembly, students and staff should be ready for departing to the assembly hall by 7.40am.
- When there is House or a Key Stage Assembly, all students should be registered quickly by the Form Tutor before Assembly begins, this is usually during the period that notices are given. Form Tutors are expected to be inside the Assembly location by 7.50am at the latest and are responsible for the good order and organisation of their classes in entering the assembly. For House Assemblies, Form Tutors are to sit with tutor groups.

4.2 PUNCTUALITY AND LATENESS

- Lateness is a form of truancy and a matter of discourtesy to members of the school community. All staff should demand of themselves and of students, high standards in terms of punctuality to registration and to lessons.
- Consistent punctuality within a House and during lesson changeover is promoted at all times throughout the day.
- Where students are late for lessons, teachers and the department generally should find appropriate strategies and sanctions for dealing with this, in line with the DESC Behaviour Policy.
- Beginning of lessons will be signalled by THE SILENT START and teachers will complete the register.
- Any student who arrives after the register has been taken will be deemed late and recorded by the teacher.
- Students who arrive late for school after 7.35am will be marked as late in reception. Persistent lateness will be monitored by the Tutor and referred to the HOH/DHOH if trends become consistent.
- Students arriving after 8.00am should report to the (Front) Office, where they will be registered.
- It is important also for Tutors to ensure that students who arrive late for Assembly are registered accordingly and spoken to about their lateness.

4.4 PROCEDURES FOR FOLLOWING UP ABSENCE

- In the case of students who are persistently absent from school (more than 7 days of absence per term) or who have clear absent patterns, the Head of House will discuss any potential issues with students and parents. Student Advisors, Heads of House and health care professionals will work closely with the student and parents on a return to school plan. The return to school plan will enable students to visit the nurse or student advisor or Head of House in periods of

stress/anxiety. DESC will encourage students at all times where safe and feasible to attend school. School advisers and Heads of House may also suggest external medical or psychological support for students/parents.

- Form Tutors should monitor attendance patterns using the school iSAMS and should be particularly aware of absence patterns e.g. days when particular subjects/work deadlines occur, or Monday/Friday/first/last day of term absences. In the first instance, the tutor should liaise with the Absence Coordinator to see if any action is already in place.

REGISTER CODES

- No Notification [N]
- Illness [I]
- Authorised [C]
- Medical [M]
- Sporting Activity [P]
- V School Trip [V]
- S Study Leave [S]
- E Excluded [E]
- W Work Experience [W]

4.5 SETTING WORK FOR STUDENTS DURING ABSENCE

- For the first three days of absence from school, there is no obligation by teaching staff to set work for students in Years 7-13, or for DESC to collect work. If students are absent from school for sickness, then it is advisable that they rest, read a book, but do not complete schoolwork as this may lead to a prolonged illness. If a student is not well enough to work in school, then we would consider that they are not well enough to work at home.
- After three days of illness and having established the time frame of future absence, parents can request that work be sent home that has been missed by the student. The House Parent Liaison will collect the work and Heads of Department will ensure the work is set by the individual subject teacher in as far as this is possible and relevant.
- If students take authorised or unauthorised absence during term time or time off at parents' request, there is no requirement for staff to set work.
- It is the responsibility of the students in all cases above to catch up on work missed during their absence. Staff will do everything possible to assist with this process, where the student has been absent from school for reasons of sickness or related reasons.
- It must be remembered that work completed at home does not compensate for the learning that takes place in a school environment.

- **EVALUATION**

The Attendance and Punctuality Policy will be reviewed annually and maybe updated in response to current affairs or guidelines provided by the Governing Body.

- **APPENDICES**

