

POLICY	Owner	Principal
<b>STUDENT ATTENDANCE AND PUNCTUALITY</b>	ID (Version)	DU/4.2.1. (v4)
	Published	25-February-2022
	Valid Until	25-February-2024

## POLICY STATEMENT

The Arbor School (“Arbor, “we”, “the school”) believes strongly in the importance of good attendance and its links to student attainment and progress, as well as in developing a positive attitude towards learning. To that end, we are committed to maintaining regular communication between home and school, and to working alongside parents to ensure that students attend school regularly and on time.

The school has high expectations for attendance for all students, whilst recognising that there may be unavoidable circumstances which could cause a student to be absent or tardy. Parents are requested to inform the school about any absence, tardiness or early-leave and give as much notice as they can. This may be done by contacting the school’s Reception, either by email or telephone.

## APPLICATION

### 1. LATE ARRIVALS

A Student is deemed late if they arrive after 8:00am. Students who arrive late must report to the relevant member of staff at each entrance (prior to 8:10am<sup>1</sup>), or to the Main Reception (after 8:10am\*), where they will be recorded late on the school’s student management system. School staff will then accompany late students to class.

If students are late due to early morning appointments, parents may be requested to send supporting evidence to the school’s Reception for record-keeping.

### 2. EARLY LEAVE

Should a student need to leave school before the end of the school day, parents should inform the school in advance. If this is not possible, they should report to the school’s Reception, where Reception staff will submit an early leave request to be approved by the relevant Head of School.

### 3. ABSENCE

Students are expected to attend school regularly. Only exceptional circumstances warrant an authorised leave of absence. The fact that a parent provides an explanation for an absence does not oblige the school to accept it. The school will consider each application individually. Absence will only be authorised if the student is absent with permission from the Principal.

Absence **may be** authorised for reasons including, but not limited to, the following:

- **Illness:** from the third day of medical absence, parents should submit, by email to the school’s Reception, supporting medical documentation, which will then be shared with the School Clinic for their review and follow-up as appropriate.
- **Religious Observance:** the school respects all parties’ rights to observe and celebrate religious occasions and follows Knowledge and Human Development Authority (“KHDA”) guidance with respect to appropriately registering such absences.
- **Family bereavement or wedding;**
- **Holiday or other family leave:** parents are encouraged not to take family holiday during term time as this will be regarded as an unauthorised absence

<sup>1</sup> 8:20am for Early Year Foundation Stage students

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- Educational activity or visit;
- Sports activity;
- Medical Appointments: parents are encouraged to make medical appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment; or
- Unavoidable cause preventing the student from attending school.

#### 4. MONITORING AND REPORTING

The school will, under the supervision of Heads of School, ensure that students' attendance is closely monitored. Each case will be considered and analysed individually in regular attendance meetings; concerns will be reported on a regular basis to the Principal; and further appropriate actions will be taken to reduce absenteeism and tardiness.

Key members of staff have the following responsibilities::

- Teachers are responsible for completing attendance registers by using the school's student management system and sharing any relevant attendance-related information with the school's Reception.
- Reception staff will act as the school's attendance officers. They are responsible for monitoring and responding to student absences without notification, tardiness and early leave by following up daily with parents; updating the attendance module on the school's student management system; requesting early leave approvals to the relevant Head of School; liaising with Teachers, the School Clinic and other stakeholders, as appropriate; drafting reports with relevant information for review by the Heads of School; participating in attendance meetings; and ensuring records are kept safely.
- The School Clinic is responsible for following up and monitoring the attendance of students with medical issues after three days of absence. This should include maintaining records of medical certificates and reporting back to Heads of School and others key stakeholders, as appropriate.
- The Principal is responsible for authorising absence in the school, and reporting attendance information or concerns to the Arbor Executive Board ("the Board") and / or the KHDA as required.

##### 4.1. ATTENDANCE MEETINGS

Attendance meetings will be held between relevant members of staff including (but not limited to) the Principal, Heads of School, Reception staff and other key stakeholders, as appropriate, to discuss attendance and tardiness issues; and to work towards developing and implementing strategies to improve attendance.

##### 4.2. MANAGING TARDINESS AND ABSENTEEISM

The school will analyse each case individually and will take any of following actions if tardiness or absenteeism becomes a concern:

- Teachers will discuss the issue with parents and / or send a note home;
- Phase Leaders will discuss the issue with parents and / or send a note home;

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- The relevant Head of School will invite parents for a meeting to discuss concerns and remind parents about their responsibilities as outlined within the KHDA parent contract;
- If necessary, the Principal will send a notice home announcing that the student will be deregistered for the following academic year as outlined in the KHDA parent contract.

In managing tardiness and absenteeism, the school will demonstrate sensitivity to the particular needs of Students of Determination and their parents.

## 5. MODIFICATION OF SCHOOL TIMINGS

In certain circumstances, the Principal, upon the approval of the school's Board, may modify school timings to meet the needs of particular students. This will be announced to parents through any suitable means of communication (e.g. school newsletters, email or the school's parent portal).

When Students of Determination are on a part-time schedule or outreach placement, attendance targets will be set with the KHDA's guidance.

## ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
AEB	Arbor Executive Board
KHDA	Knowledge and Human Development Authority