

ATTENDANCE AND PUNCTUALITY POLICY

1. RATIONALE AND PURPOSE

Good attendance and punctuality is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Pearling Season international School is committed to providing a full and effective educational opportunity for all students. It is the policy of the school to celebrate success. Attendance and Punctuality is a critical factor to a productive and successful school career.

2. POLICY STATEMENT

- Our school actively promotes and encourages 100% attendance for all students. Our aim is to ensure that students arrive at school on time. We strive for attendance and punctuality that is consistently outstanding for all groups of students.
- The school will implement the following grading system for Attendance and Punctuality:
 - - **Outstanding - 100%**
 - - **Excellent - 98% - 99%**
 - - **Very good - 96% - 97%**
 - - **Good - 94% - 95%**
 - - **Satisfactory - 92% - 93%**
 - - **Unsatisfactory - Below 92%**

N.B: Students failing to achieve a 92% Attendance would be calculated as follows: 0.92×180 days (school day as per the Ministry of Education) = An Attendance of 166 Days out 180 school Days, which implies that the student has a record of Absence that is reaching 14 School Days.

- All staff will be actively engaged in raising attendance and punctuality levels. This will involve fostering good relationships between students and staff, being aware of the causes of poor attendance/punctuality and ensuring that the curriculum is relevant and appropriate.
- We will give a high priority to conveying to parents and students the importance of regular and punctual attendance.
- We recognize that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.

NOTE: In accordance with Ministry of Education law, a student may be permanently subject to De-Registration if he/she is absent from school for 15 consecutive days or non-consecutive days within an academic year. We do follow the Ministry of Education Rules in terms of this Policy for Attendance and Punctuality.

3. SCOPE:

This policy covers Students' Attendance and Punctuality from YEAR 1 to YEAR 13. **Penalties and Marks** deductions is only applicable from Year 4 – Year 13.

Early Years and Primary registration timing from 7:00 – 7:20 am.

Year 6 till year 12 registration timing from 7.00 am till 7:20 am.

4. GUIDING PRINCIPLES

- Students are expected to abide by the above-mentioned timing; early years and primary students reporting to school after 7:00am will be marked late in Morning Register.
- Secondary students reporting to school after 7.00am will be marked late in Morning Register.
- In case of Absence or Lateness, the attendance officer will ensure contacting the parents to investigate the reasons of absence/delay and to sustain the proper documentation.
- On the other hand, we will reward good attendance with termly certificates in special events and school assemblies.
- We require parents to inform us of any impending absence or immediate absence by telephone and by completion of the Absence Request Form. A doctor's certificate will be required from the second day of medical absence from school when a student has persistent attendance issues.
- All unauthorized absence will be followed up by telephone, using a report provided by the attendance officer each day.
- The School will only consider authorizing up to one-week absence for emergency cases per year. Any other time taken for holiday leave will be considered unauthorized.
- Depending on the reasons for absence, staff will endeavor to assist absentees in catching up with missed work without disrupting the learning of other class members.
- The Pastoral Coordinator, attendance officer and ISAMS Coordinator in consultation with the staff, will undertake systematic monitoring and, as a result, conduct regular reviews of the Attendance and Punctuality Policy and procedures to evaluate them to ensure that the operation is effective, fair and consistent.

- The School’s response to repeated lateness will be the same as for absence, with letters sent out. Sanctions might include the withdrawal of the offer of a place for the following academic year.
- The school will inform and work with parents regarding their child’s absence or lateness, to find a way to improve his/her attendance.
- Parents need to communicate with the school in case their child will be late and/ or absent. They should provide a valid cause and gain acceptance prior the event.
- **Whenever parents wish to take out their child during a school day, they should apply for permission by the registration teacher .** Only medical, travel, and special family circumstances are to be considered as long as proper documents are provided.

5. RELEVANT DEFINITIONS

Excused/Authorized Absences:

An absence of one day for a good reason like illness or family emergencies if communicated by a parent can be considered as an Excused absence. Please note that for absence due to medical reasons a doctor’s note is required.

Unexcused/Unauthorized Absence

It can happen when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor’s note has not been received.

Persistent Absenteeism:

A student becomes a ‘persistent absentee’ when his/her attendance record is a cause for concern. A “persistent absentee” suffers considerable damage to his/her educational prospects and we need parents’ fullest support and co-operation to tackle this.

6. EXPECTATIONS

We expect that all our students will

- Attend school regularly and attend all assemblies and lessons.
- Arrive on time to school and to all lessons
- Be properly prepared and equipped for the day’s learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality

- From Year 3 to Year 13, be responsible for carrying out any work provided by the school during an authorized absence period.

We expect that Parents/Guardians will

- Place a high priority on attendance and achievement.
- Not allow their child to have time off school unless it is unavoidable.
- Endeavour to keep health appointments out of school hours where possible.
- Endeavour to keep holidays out of School time.
- Inform a member of staff (usually Form /Subject Teacher or the Receptionists) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Take responsibility for the attendance and punctuality of their children both inside and outside the school if they have external events/trips.
- Contact school, either by email or by telephoning reception on the first morning of absence, before 6:50 am whenever their child is unable to attend school.
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress.

We expect the registration /Subject Teacher will :

- Set an example by having good attendance and arriving on time to registration – Teachers should be in the classroom by 6.55 am.
- Between 7.00am and 7:20am late slips presented by students will be recorded on the register/ISAMS.
- Take the register every period. Accurately mark attendance only when you see the student or have a note from another teacher of the student being involved in a practice or activity.
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals.
- Ensure absence notes are received and record reasons of absence accurately.
- Celebrate attendance and punctuality appropriately for the year group e.g. displays certificates, letters home, etc.
- Refer to attendance and lateness when writing report using the following language
 - - **Outstanding - 100%**

- - **Excellent - 98% - 99%**
- - **Very good - 96% - 97%**
- - **Good - 94% - 95%**
- - **Satisfactory - 92% - 93%**
- - **Unsatisfactory - Below 92%**

We expect the Attendance Officer will

- Take the Fire register in the morning by 8:00 am.
- Distribute the fire register to reception in preparation for possible evacuation by 8:10 am.
- Check the register for absence by 7:20am.
- Any students coming in after 7:00 am who are late will be given a late slip to present to the teacher and reception will record as late.
- Check for any absence if the child is here physically.
- Collate a list of absences.
- Between 8:00am till 11:30 am, call home to follow up on any absence with the help of reception.
- Check registration is complete each lesson and follow up with the staff if the registration is not complete.
- Update spreadsheet each week.
- Each week create a report on students with:

More than 2 absences or lates.

More than 3 absences or lates.

More than 4 absences or lates.

- **Interventions may include**
 - A priority mentoring session with the Form/Subject Teacher.
 - Letter or home phone call outlining concerns.
 - A parent meeting with Teacher/ Counsellor /Pastoral Coordinator as the needs arise is recorded in the Attendance/Lateness Meeting with Parent Form.
 - If it persists, meeting with the pastoral coordinator and Attendance/Lateness form is filled and reviewed.
 - Keeping a record of all interventions and monitor improvements in attendance and punctuality

We expect the Head of Schools to:

- Promote good attendance and punctuality within all year group to ensure targets are met.
- Use a monthly attendance display to raise awareness for 100% attendance.
- Ensure all Form/Subject Teachers are familiar with and follow the Attendance and Punctuality Policy.
- Provide support and training for Form/Subject Teachers as required.
- Monitor and supervise the work of their year team in promoting and ensuring good attendance and punctuality
- Use monthly data analysis to identify individuals and groups.
- Review the marks deductions as per the penalty table indicated in the coming pages and ensure the accuracy of calculations and that they are reflected on the students' end of Semester Report Cards.
- Will be looking for:
 - Unauthorized absence
 - Frequent short absences, particularly where a pattern emerges; e.g. every Thursday
 - Persistent lateness

We expect the Attendance Officer will:

- Update **ISAMS** as necessary.
- Ensure that late slips are updated on ISAMS.
- Provide staff with attendance and lateness reports and statistics when requested by staff.
- Monitor weekly attendance on an individual basis when concerns have been raised.
- Will work with the attendance officer to maintain an overview of class and individual attendance, identifying poor overall attendance, anomalies in patterns of attendance and / or unusual explanation for attendance offered by the students and parents and reporting concerns to teachers and senior leaders.
- Work with the attendance officer to provide weekly attendance and lateness reports to the Pastoral coordinator and registration teachers to ensure they have prompt access to critical information and take the necessary measures if a defect is detected.

We expect the Pastoral coordinator will:

- Be responsible for the school's policy and procedures and may delegate aspects of its day to day implementation and management to a designated member of the school's leadership team.
- Ensure that staff, including teachers, and support staff will implement the policy and that procedures are followed, and consistently and fairly applied.

- Ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic, culture, religion, and gender.
- Ensure that School Registers are formal documents and should be marked with accuracy at the beginning of every lesson.
- Ensure the register information is used by school administration staff to contact parents about absence. It is essential therefore that class teachers ensure that register records are accurate.
- Check the Monthly Attendance and Punctuality Reports developed by the attendance Officer and take the necessary procedures in a timely manner.
- Approve and Review the Marks Deductions that will be occurring on Student Report Cards.
- Meet as the needs arise with concerned parents to fill and sign the required agreements/Notifications.
- Conduct Weekly Meetings with Registration teachers and KS Coordinators to follow upon all cases of poor Attendance or Punctuality.
- Offer the students the adequate opportunities to celebrate Outstanding Attendance and Punctuality across all year levels.

7. REWARDS

- Students who have improved attendance and/or punctuality will receive a letter home
- Students with 100% attendance and no lateness will be rewarded at the end of each semester and year groups with the best attendance will also be rewarded.
- The registration teachers will decide on appropriate rewards for their year group, which may include:
 - Certificates.
 - Mention in a school assembly.
 - Note in the planner or email/letter sent to parents.
 - House points.

8. SCHOOL'S STRATEGY PENALTY AND APPRAISALS

ABSENCE and LATENESS

- **If a student is absent/late for 7 consecutive/non-consecutive days** since the beginning of the school year and without an authorized excuse, he/she will have a deduction of 7% from the **Quiz, Test, and CW across all subjects.**
- **If a student is absent/late for 10 consecutive/non-consecutive days** since the beginning of the school year and without an authorized excuse, he/she will have a further deduction of 3% from the **Quiz, Test, and CW across all subjects.** (Cumulative deduction of 10%)

- **If a student is absent/late for 13 consecutive/non-consecutive days** since the beginning of the school year without an authorized excuse, he/she will have a further deduction of 3% from the **Quiz, Test, and CW across all subjects.** (Cumulative deduction of 13%)
- **If a student is absent/late for 15 consecutive/non-consecutive days** since the beginning of the school year without an authorized excuse, he/she will have a further deduction of 3% from the **Quiz, Test, and CW across all subjects.** (Cumulative deduction of 15%)

The following table provides sample scenarios showing the maximum marks that will be deducted from final exams for any student with more than 7 days absence from school during **EACH** Semester.

Mark Deduction Scenarios		Quiz, Test, and CW Marks for:
		Year 4-13
		30/100
No. days Absent	Deductions (%)	Actual Marks Deducted
7	7	3
10	10	4
13	13	5
15	15	6

N.B- Quiz: 15%, Test: 10%, CW: 5%, Project Work: 10%- Adding up to: 30% of the total Mark.

Only Applicable from Year 3 – Year 13 in terms of Marks Deductions.

9. SUPPORT FOR STUDENTS WITH ATTENDANCE PROBLEMS

- Students will be monitored by the Form/Subject Teachers and Assistants if attendance falls below the figures stated in page 1 for any given semester. The student will be monitored and given a target and time limit for improvement.
- If no improvement is shown the parent will be contacted by telephone or letter or an invitation will be offered to discuss the situation in school.
- Joint strategies may be devised between parents, students, and staff. A time limit and targets will be set for improvement.
- Children experiencing any health or emotional matter/condition will be supported by the school through regular contact with parents and the student as well.

10.Extra Curriculum Activities (ECA)

- Students who sign up for the ECA from 1:30 – 2:30 pm are expected to be there until 2:30 pm, students can't be collected between 1:30 till 2:30 unless it's an emergency.
- All ECA Teachers are required to take the register and this will be collated by the attendance officer.
- For students who intend to be absent they must follow the gaudiness principles on page 2.
- the following codes will be used by registration teachers /Subject teachers /reception /attendance officer and ECA teachers .
- **Attendance Codes**
 - **/: Present**
 - **X: Absent**
 - **L: Late**
 - **M: Medical**
 - **Y: Technical Problem**
 - **A: authorized Absent**

Appendix A: Attendance Procedures

- The Attendance Officer, Form/Subject teachers, Assistant Teachers have the responsibility for monitoring attendance within each class and implementing procedures to improve attendance where necessary.
- The Receptionists will monitor the students' punctuality once they access the school, ALN, EYFS and primary students reporting to school after 7:10 am will have the Late slip to ensure directing them to their designated class.
- Secondary Students (Year 6- Year 12) reporting to school after 6:50 am will have the Late slip to ensure directing them to their registration or after 7.10am to their subject class.
- The attendance Officer will ensure that all Data Entry is completed and will pass any recommendations to the Attendance Officer if needed.

Steps to Restore Appropriate Attendance and Punctuality, and Consequences.

1. The receptionists and the attendance officer will start contacting parents by 8:00 am to investigate the reasons of absence, records will be documented. The documentation will include the time and date of call as well as the reasons of absence from parents.
2. The attendance Officer will create a daily Absence/Lateness Sheet to track students' attendance and punctuality. The Pastoral Coordinator will be notified of unauthorized absence (including online lessons) and unacceptable reasons provided. Initial support plans may be implemented at this stage and may include counselling, pastoral meetings, mentoring programmes and form tutor support in liaison with the family.
3. The attendance Officer will also produce a daily, weekly, and Monthly report on students, showing how many total days of absence/lateness have been taken so far in the year. The weekly report will be presented to the Pastoral Coordinator. This report will also include a log of the number of missed online lessons during periods of remote learning.
4. Once Absence reaches 5 days (or the corresponding lates and/or missed lessons have been accrued), the Attendance Officer will contact the parents to schedule an appointment with the Pastoral Team to discuss the reasons of absence/lateness. This contact will be made by email and by telephone. Where appropriate, the School Nurse, School Counsellor and/or Head of School will be included in this meeting. The Parent will be required to sign an Attendance and Punctuality Agreement and will be reminded of the expectations and the subsequent potential consequences to meet such.
5. Once Absence reaches 10 days (or the corresponding lates and/or missed lessons have been accrued), parents will be contacted to meet the School Pastoral Coordinator to discuss the matter and receive the second agreement for reaching 10 days consecutive or non-consecutive. A Warning Letter will be issued regarding the potential for the student to be deregistered for failure to comply with the Attendance and Punctuality Policy.

6. Once Absence reaches 5 days (or the corresponding lates and/or missed lessons have been accrued), parents will be contacted to receive a written notification of de-registration for next academic year.
7. All students will be required to bring a written note for the absence/lateness. The note will be collected by the registration teacher each day and the attendance officer will collate each week.
8. Class/Subject teachers will encourage students and parents to notify school on the first day of absence. If parents fail to notify the school the absence will remain unauthorized.
9. Medical absences must be supported by a physician letter.
10. Certificates for 100% attendance are awarded on a termly basis together with recognition of improvement.
11. Attendance is a regular agenda item for SLT meetings.

Pearling Season Parental Leave/Absence Request Form

Date: _____

Student's Name: _____ Class: _____

Parent name: _____ Telephone #: _____

Dear Administrators,

I would like to seek the School Administration approval to allow my son/daughter a leave/Absence from: _____ till _____

Due to the following reasons:

Recommendation for Parent Follow-Up (if any):

Parent Signature: _____

Form/Subject Teacher Signature: _____

Pastoral Coordinator Signature : _____

Date: _____

Pearling Season School Parent Contract # 1/ Attendance/Lateness (7 times)

Student's Name: _____ Class: _____

Parent name: _____ Telephone #: _____



Dear Parent,

Your child has poor Attendance/Lateness which will affect his/ her academic and personal growth negatively. He/she has been late to class _____ times and absent _____ days since the beginning of the academic year. **Your child will be placed under probation till the end of the semester, your full cooperation and assistance is essential to overcome this obstacle.**

Counseling program adopted (if any): _____

Provided by: _____

Recommendation for Parent Follow-Up (if any):

Parent Signature: _____

Form/Subject Teacher Signature: _____

Pastoral Coordinator Signature : _____

Date: _____

Pearling Season Parent Contract # 2/ Attendance/Lateness (10 times)

Student's Name: _____ Class: _____

Parent name: _____ Telephone #: _____



Dear Parent,

Your child has poor Attendance/Lateness which will affect his/ her academic and personal growth negatively. He/she has been late to class _____ times and absent _____ days since the beginning of the academic year. **You have received the first notification and this second notification is alerting the possibility of deregistering your child for the next academic year if the matter still persists.**

Counseling program adopted (if any): _____

Provided by: _____

Recommendation for Parent Follow-Up (if any):

Parent Signature: _____

Form/Subject Teacher Signature: _____

Pastoral Coordinator Signature : _____

Date: _____



Pearling Season Final Parent Contract # 3/ Attendance/Lateness (15 times)



Date: _____

Student's Name: _____ Class: _____

Parent name: _____ Telephone #: _____

Dear Parent,

Your child has poor Attendance/Lateness which will affect his/ her academic and personal growth negatively.

He/she has been late to class _____ times and absent _____ days since the beginning of the academic year.

You have received the first and the second notifications, the school administration reserves the rights to de-register your child from the school for the coming academic Year: -----

This is a formal notification for De-Registration for the academic year: -----

Kindly ensure meeting the Registration and the Finance Department for withdrawal purposes and ensure clearing any outstanding payments.

Parent Signature: _____

Form/Subject Teacher Signature: _____

Pastoral Coordinator Signature : _____

Date: _____