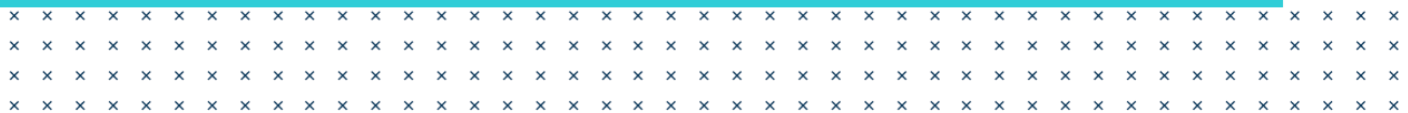




ATTENDANCE POLICY AND PROCEDURE



Policy Name	Attendance Policy and Procedure
Policy Identifier	NASAbuDhabi-025
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Date of Review	September 2025
Nord Anglia International School Abu Dhabi	

1. Policy Statement

At Nord Anglia International School Abu Dhabi, we recognise that regular attendance is crucial for every student's learning and overall development. Every student has the right to a full-time education, and we believe it is the shared responsibility of the school, parents, and students to ensure that this is achieved.

In line with the best practices outlined in the UK Department for Education's 'Working together to improve school attendance' (2024) statutory guidance and ADEK's 'Private Schools Policy and Guidance Manual' (2014-2015), this policy sets clear expectations for full attendance, outlines the roles and responsibilities of all stakeholders, and provides a structured approach to addressing absences and lateness effectively.

2. Aims

This policy aims to:

- Promote and maintain high standards of attendance and punctuality.
- Develop a whole school culture that emphasises the benefits of full attendance.
- Support students and families in addressing barriers to regular attendance.
- Establish clear procedures for recording, reporting, and managing absences in compliance with ADEK regulations.
- Align with ADEK's guidelines and the principles outlined in the UK statutory guidance.

3. Definitions

For this policy:

- **Attendance:** The total number of school days a student attends during the academic year as per the school calendar.
- **Absence:** Any day or session where a student is not present at school.
- **Persistent Absence:** Defined as any student with an absence rate of 10% or higher, in accordance with ADEK and UK statutory guidance.

A student with no absences throughout the year will have a 0% absence record or a 100% attendance record.

As per Ministerial Decree No. (820) of 2014 on Registration Terms for Students: A student is considered absent if they miss one or more sessions during a single day.

4. Whole-school approach

Nord Anglia International School Abu Dhabi adopts a whole-school approach to attendance, ensuring that all staff members understand and support the policy. The Senior Leadership Team (SLT) designates a Senior Attendance Champion who is responsible for overseeing attendance matters, tracking data, and coordinating with other staff members to provide support where needed (UK Guidance, Chapter 2: Expectations of Schools; ADEK, Policy 54).

The Senior Attendance Champion will:

- Regularly monitor and analyse attendance data to identify trends and areas for improvement.
- Develop strategies to support students and families struggling with attendance.
- Work with the school's pastoral and SEND teams to provide additional support where needed.

Assigned: Senior Attendance Champion: Julie Jones

5. Attendance procedures

5.1 Recording Attendance

- **Daily Registration:** Teachers are required to record student attendance in the iSAMS system during the morning and afternoon sessions. All attendance records will be reported to ADEK's Electronic Student Information System (ESIS) as required.
- **Follow-up on Absence:** The reception team will run an absence report each morning and follow up with parents of absent students by 10:00 am to understand the reason for the absence (UK Guidance, Chapter 2: Day to Day Processes; ADEK, Policy 54).

5.2 Managing Absences

The school will implement a staged approach to managing absences to support students and families:

- **Day 1:** The school will call and email parents to understand the reason for the absence.
- **Day 2:** The class teacher or tutor will reach out to conduct a pastoral check and offer any necessary support.
- **Day 3:** If there is no response or improvement, a warning letter will be issued, and a meeting will be arranged to discuss the situation and develop an attendance plan.
- **Excessive Absence (10% or Higher):** If a student's absence rate exceeds 10%, the case will be reviewed by the Senior Attendance Champion, and a formal

attendance contract may be implemented to support the family in improving attendance (UK Guidance, Chapter 6: Attendance Contracts; ADEK, Policy 55).

6. Authorised and Unauthorised Absences

The school will adhere to the authorised absence categories outlined by the ADEK guidelines and the UK statutory guidance. Examples of authorised absences include:

- Illness (supported by a doctor's note for absences exceeding three days).
- Death of a first or second-degree relative.
- Medical appointments (proof required).
- Official community tasks or mandatory appearance before an official body.

Absences such as shopping trips or unnecessary travel will not be authorised (UK Guidance, Chapter 8: Absence Codes; ADEK, Policy 55).

6.1 Truancy

Truancy occurs when a student is absent from school without the knowledge or consent of parents or guardians. The school will immediately inform parents/guardians of any incidents of truancy, hold discussions with them and the student, and closely monitor the student's attendance to prevent future occurrences.

7. Support for Pupils with Additional Needs

In alignment with the UK and ADEK guidance, the school will take into consideration students with special educational needs, disabilities, or those facing barriers due to mental or physical health conditions. A tailored plan will be developed in collaboration with the parents, the SEND team, and external agencies where applicable (UK Guidance, Chapter 2: Support for Pupils with Additional Needs; ADEK, Policy 54).

8. Responsibilities for Completing Missed School Work

If an absence is authorised, the student is entitled to make up any work and tests they missed during that period. If an absence is unauthorised, the school will work with parents or guardians to decide on the appropriate course of action pending an investigation into the circumstances of the absence.

9. Attendance Rewards and Interventions

To promote a culture of high attendance, the school will:

- Recognise and reward students with excellent or improved attendance.
- Hold regular assemblies or displays highlighting the importance of good attendance.
- Implement targeted interventions for students or cohorts identified as having lower attendance rates, ensuring that any strategies are culturally sensitive and inclusive.

10. Consequences for Accumulated Absences

In accordance with Article 19 of the Ministry of Education Ministerial Decree No. (820) of 2014 on 'Admissions and Enrolment Registration Terms for Students', a student can be expelled from the school under the following conditions:

- Unexcused Absences: If a student has more than ten consecutive days or fifteen non-consecutive days of unexcused absences in a single academic year.
- Before expulsion, the student must receive three official warnings, one for every three days of absence.
- Expulsion may also occur based on the recommendation of a school-based educational committee with approval from ADEK.

11. Recording and Reporting Attendance Data

All attendance data will be recorded in the iSAMS system and shared with ADEK through their Electronic Student Information System (ESIS) as required by local regulations. The school will conduct regular reviews of attendance patterns and implement interventions based on the findings to ensure adherence to ADEK standards.

12. Data Confidentiality and Reporting to ADEK

All data, including communications, reports, and any sanctions or rewards linked to punctuality, attendance, and absence, are recorded in the relevant sections of iSAMS for each child. Attendance data will be shared with ADEK as required by the ADEK 'Private Schools Policy and Guidance Manual' (Policy 54 and 55). The school will ensure that all attendance data is kept confidential and used only for educational purposes.

13. Roles and Responsibilities

13.1 Responsibilities of Parents/Guardians

Parents play a critical role in ensuring their child attends school regularly. The school will communicate attendance expectations clearly through the Parent Handbook, the Parent Essentials page on the school's website, and the Parent App. Parents are expected to:

- Inform the school by 8:00 am on each day of absence and provide a reason for the absence.
- Plan family holidays during school holidays. If this is not possible, a holiday request must be submitted at least 10 days in advance, and approval will depend on past attendance patterns.
- Provide medical certificates for absences longer than three days due to illness.
- Schedule medical and other appointments outside of school hours wherever possible.
- Engage with school staff and attend meetings when required to discuss attendance issues or support plans.
- Ensure that their child completes all missed work and assignments, either before or shortly after returning to school.
- If a student has to miss several days of school, parents/guardians should inform the school at least ten days in advance, where possible. This allows teachers to prepare a list of missed assignments. Parents or the student must contact the school to find out about assignments and tasks set during the absence. All work should be completed and handed in either before the student leaves or shortly after they return.

13.2 Responsibilities of Teachers and Academic Staff

Teachers are key to promoting a positive attitude towards attendance and punctuality. Their responsibilities include:

- Recording daily attendance accurately in the iSAMS system and reporting any anomalies to the Senior Attendance Champion.
- Identifying and reporting repeated absences and late arrivals to the Senior Attendance Champion or relevant staff member for further action.
- Reaching out to students and families when patterns of absence or lateness are identified.
- Encouraging students to attend regularly by making classes engaging and supportive.
- Coordinating with pastoral and SEND teams to identify any barriers to attendance and offering support.
- Supporting students in completing any work missed due to authorised absences.

13.3 Responsibilities of School Administration and Support Staff

Support staff, including the school administration and reception team, have an essential role in managing attendance data and communicating with families. Their responsibilities include:

- Running daily absence reports and contacting parents by 10:00 am each morning for unexplained absences.
- Ensuring that attendance data is accurately recorded and reported to ADEK through the Electronic Student Information System (ESIS).
- Sending out warning letters and scheduling meetings for students with high levels of absenteeism.
- Ensuring that all attendance data is kept confidential and is used only for educational purposes.

13.4 Responsibilities of the Senior Leadership Team (SLT)

The SLT is responsible for setting the overall attendance strategy for the school and monitoring its implementation. Their responsibilities include:

- Developing and reviewing the attendance policy annually to ensure compliance with ADEK regulations and UK statutory guidance.
- Appointing a Senior Attendance Champion to oversee attendance management.
- Ensuring all staff are trained and aware of the school's attendance procedures.
- Reviewing attendance data regularly and implementing school-wide strategies to promote high attendance.

14. School Timings and Attendance Expectations

To ensure consistency and regularity in student attendance, it is important that all students arrive on time and are present for the entire school day. The school timings are as follows:

Foundation Stage (FS1 and FS2):

- Pre-school enrichment (#MEtime): 7:30 am - 8:10 am
- School Day: 8:30 am – 2:30 pm
- Registration: 8:10 am – 8:30 am
- Collection: 2:30 pm (or 3:30 pm if the child attends enrichment activities or wrap-around care)

Primary and Secondary:

- Pre-school enrichment (#MEtime): 7:30 am - 8:10 am
- School Day: 8:30 am – 3:30 pm
- Registration: 8:10 am – 8:30 am

- Collection: 3:30 pm (or 4:30 pm if the child attends enrichment activities or wrap-around care)

Parents are advised to ensure their child arrives at school by 8:15 am to settle in before registration begins. Late arrivals disrupt not only the student's own learning but also the learning of others.

- Late Arrival: Any student arriving after 8:30 am will be marked as late and should report to the reception to receive a late slip before proceeding to class.
- Early Departure: Students are not permitted to leave school early without prior written permission from parents and approval from the school. In cases where early departure is necessary, parents should inform the school administration at least one day in advance.

These timings ensure that students receive the full benefit of the curriculum and participate in all school activities. Repeated late arrivals or early departures may result in follow-up with parents and additional measures to support the student's punctuality.

15. Policy and Procedure for Managing Lateness

Punctuality is essential for maintaining an effective learning environment and ensuring that students make the most of their time at school. Repeated lateness disrupts not only the student's own learning but also the learning of others. The following procedures outline how the school will manage lateness:

15.1 Definition of Lateness

- Late Arrival: Any student who is not present in their classroom by 8:40 am will be marked as late.
- Repeated Lateness: Defined as arriving late three or more times within a calendar month.

15.2. Procedure for Managing Lateness

1. First Late Arrival: The student will be marked as late in the iSAMS system by the school reception team.
2. Repeated Lateness (Three or More Times in a Month): The school reception team will send an official notification to the parents/guardians, informing them of the repeated lateness and requesting their support in ensuring punctuality. A meeting may be scheduled between the parents, the class teacher or tutor, and the Senior Attendance Champion to discuss barriers to punctuality and develop a plan to improve attendance.

3. Further Lateness After Notification: If lateness continues after the initial notification and meeting, a second letter will be issued, and the student may be placed on an Attendance Improvement Plan. This plan will outline clear expectations and targets for punctuality.
4. Persistent Lateness (Ten or More Late Arrivals in a Term): The case will be escalated to the Senior Leadership Team. A formal meeting will be scheduled with the parents/guardians to review the situation and discuss further interventions. The student's lateness record may be reported to ADEK as per local regulations.

15.3 Consequences of Persistent Lateness

- Persistent lateness will be reflected in the student's school record and may impact their eligibility for certain privileges or participation in school activities.
- In extreme cases, where lateness significantly disrupts learning or is not resolved despite multiple interventions, the school reserves the right to take disciplinary action, up to and including suspension, in line with ADEK regulations.

15.4 Support for Students and Families

- The school will work collaboratively with students and families to identify barriers to punctuality, which may include transport issues, health concerns, or family circumstances.
- The school's pastoral and counselling teams are available to provide additional support or referrals to external agencies where needed.

15.5 Monitoring and Review

- The school administration will monitor lateness patterns weekly and provide reports to the Senior Attendance Champion for further action.
- Attendance and punctuality data will be reviewed termly to identify any trends and inform school-wide initiatives.

16. Adverse Weather Conditions and School Closures

The safety and wellbeing of our students and staff are of paramount importance. Adverse weather conditions, such as heavy fog, sandstorms, or extreme temperatures, can pose significant risks. In such circumstances, the school will take appropriate actions as outlined below:

- **Late Arrivals Due to Adverse Weather:** Students arriving late to school on days with adverse weather conditions (e.g., heavy fog or sandstorms) will not be penalised. Parents are encouraged to prioritise safety over punctuality and inform the school of any expected delays. The school will use its discretion to excuse late arrivals caused by severe weather.
- **School Closure Due to Severe Weather:** In the event of a school closure due to severe weather or any other emergency, the school will notify parents through the Parent App and email by 6:30 am on the day of closure. Parents should ensure they check these platforms for the latest updates.
- **Early Dismissal:** If severe weather conditions worsen during the school day, the school may decide to dismiss students early to ensure safe travel home. Parents will be notified immediately via the Parent App and email, and they should arrange for prompt collection of their children. No student will be allowed to leave school premises without a parent or designated guardian present.
- **Remote Learning During Weather-Related Closures:** In cases where school is closed due to adverse weather, the school will initiate remote learning to ensure that students' education is not disrupted. Detailed instructions on accessing remote learning will be provided to students and parents via the Parent App and email.
- **Monitoring and Decision-Making:** The school leadership team will closely monitor weather conditions and adhere to guidance from ADEK and relevant authorities when making decisions about school operations. The wellbeing of the entire school community is the primary consideration in all such decisions.

17. Policy Review and Updates

This policy will be reviewed annually by the Senior Leadership Team, with input from all relevant stakeholders, including staff, parents, and students. Updates will reflect any changes in ADEK or UK attendance regulations to ensure continued compliance and alignment with best practices.

Approved by:

Date:

Liam Cullinan
Principal

01.08.2024

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
August 2024	V1.0	Liam Cullinan	New Document
August 2025	Pending	Pending	Pending