



NOYA
BRITISH SCHOOL

Attendance and Punctuality Policy

Policy:	Attendance and punctuality
Date Created	Aug 2024
Date of Review	June 2025
Person Responsible	Senior Leadership Team

Rationale and purpose:

At Noya British School, we are committed to providing a supportive learning environment, aiming to help all students achieve their full potential. Recognising the close link between regular attendance, academic achievement, and holistic development, we strive to foster an atmosphere where students actively participate in their learning, leading to a rewarding experience and successful completion of academic years.



Policy Statement:

Noya British School actively promotes and encourages 100% attendance for all students. Our aim is to ensure that students arrive at school and to lessons on time. This attendance policy has been developed as part of the school's commitment to providing a supportive learning environment that enables all students, who have chosen to study with us, achieve their full potential.

The Ministry of Education and ADEK's view on attendance has been considered in drawing up this policy, categorising attendance as follows:

- Outstanding—98% and above
- Very good – 97%
- Good—96%
- Acceptable—92%
- Unacceptable—below 92%.

Attendance is a key component in student progress and achievement. Regular attendance and academic achievement are closely linked.

Through this policy, we aim to:

- improve students' achievement by ensuring high levels of attendance and punctuality.
- achieve a minimum of 96% attendance for all children and aim for outstanding levels of 100%
- create an ethos in which outstanding levels of attendance and punctuality are recognised as the norm and seen to be valued by the school and the wider school community.
- raise awareness of parents, carers, and students about the importance of outstanding levels of attendance and punctuality at every stage of a child's education.
- ensure that the school meets the ADEK Bilo of Federal Law Articles 47 & 48

Parental Agreement:

Parents, students, and the school collaborate to maintain high attendance and punctuality rates. Parents' responsibilities include following school procedures, actively promoting attendance, adhering to school timings, communicating promptly for absences or medical appointments, and supporting children to maintain attendance above 96% throughout the academic year.



Attendance Procedures

Late Arrivals:

It is an expectation that students arrive punctually at school, ready to learn, as we place great importance on developing punctuality as a sign of respect towards others in the community. Persistent lateness will be followed up by a member of the Senior leadership team. Naturally, we understand that there may be infrequent situations when delays are unavoidable.

Start of the School Day
FS to Year 6
<ul style="list-style-type: none">• All primary students are strongly recommended to be in school from 7.30am• At 7.45am the register is taken by the class teacher.• The National Anthem is played at 7.50am. Anyone who arrives after the National Anthem must report to reception and will be marked late. Students will be issued a late slip which must be presented to the class teacher.• <u>Attendance is an important safeguarding step and ensures that students are marked as present.</u> If a child arrives at class and does not have the required late slip, they will be required to return to the school's main reception to complete this essential safety process.
After 8.30am, the reception team will contact parents via phone call for any unauthorised absences (no reason has been given by the parents for the absence). The class teacher or reception team will alter the register accordingly if we have been informed of an illness, medical appointment etc.

Late Collections:

If a student is collected by a parent/guardian, they are expected to be at the collection point at the end of the school day. Our teachers often have meetings after school, so if a parent/guardian is due to be more than 10 minutes late, they must call the school reception/inform the class teacher. Parents/guardians have a duty of care to collect their children promptly at the end of the day. If a parent/guardian is experiencing difficulty collecting their child/children regularly on time, they should talk to the school transportation service regarding bus routes to your locality. Persistent late collection will be considered a safeguarding issue and will be dealt with appropriately.



Student

Absences:

If a child is absent for any reason, parents should call the school reception by 7:30 or send an email to the class teacher stating the reason for their child's absence. If possible, please give the expected date your child will return to school. The target attendance is 100% with the minimum expectation of 96%. If a student is marked as absent without reason in the school register, parents will be contacted by the school. Attendance will also be mentioned on students' school reports.

Regular attendance and punctuality have a direct impact on student achievement. We carefully monitor attendance and follow-up all unexplained absences. The leadership team will carefully consider a parent's request for approved absence and consider the child's current educational needs and previous attendance record.

Sickness:

If the reason for a student's absence is that they are unwell, they should be kept at home until they are fit enough to return to school. This is particularly important to help prevent the spread of communicable disease. Parents should email their child's class teacher and the school reception before 7:30 am explaining their child's illness/reason for absence. A medical/doctor's note is required for any absence due to illness extending more than two days.

*Physical Education including swimming is an important part of our curriculum, and all students should participate unless there is a valid medical reason, in which case you must provide a doctor's note. Generally, it is the school's view that if a child is not well enough to take part in their Physical Education lessons, they should not be in school.

Early departure from school:

Early departure from school is not acceptable without a valid reason. We, therefore, encourage parents to make medical appointments, where possible, outside of normal school hours. If it is essential for your child to leave the school before the end of the day, please follow the guidance below and note that this will be marked as a half-day absence.

- Send an e-mail to school admin and the class teacher before 10:30 am for Foundation Stage students and before 12:30 pm for Y1 and above. Please state the time you will be collecting your child and the reason they need to leave early.
- If your child uses the school bus, please follow the same process as above and copy the bus coordinator in the email.



- Come to school at least 15 minutes before your expected departure time and allow enough time for a member of staff to collect your child from their class. It may take a while to collect your child and their belongings and bring them to you in reception, so please be patient.
- You must report to reception so the receptionist can give you an exit pass. Our security team will not allow a child to leave the premises without this signed exit pass. Please note that it may not be possible to collect a student from their class after 1:30 pm without prior notice.

Planned absence:

Parents should not automatically expect the school to approve all leave requests.

- Planned absence from the school is actively discouraged due to the impact on a student's academic progress.
- Medical appointments should be scheduled outside of school hours whenever possible.
- Applications for absence for more than 3 days should be made to the principal via a written letter.
- The letter should be signed and dated, with a contact telephone number and email address provided. The letter should be handed to the school reception desk at least two weeks before the leave has been planned; otherwise, it will be considered as unauthorised absence. If you are not able to provide a physical letter, you are required to send an email stating the reason for absence and all the above-mentioned details. Please make sure you copy the academic support in the email.
- Approval will be given for valid reasons only, such as a serious medical issue or a family bereavement.
- The school will evaluate all requests on a case-by-case basis and all requests should include supporting documents. Request for additional vacation time will not be approved.

Monitoring of patterns and repeated absences

Absence/lateness is monitored by class teachers, who will alert the school's senior leaders of any patterns of repeated absence. Senior leaders will contact and meet with the parents to discuss absence/lateness. Where appropriate, the school will offer support to families and/or



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students. Repeated absenteeism and/or lateness will result in measures that may affect a student's chances of re-enrolment for the following academic year.

This policy has been discussed and agreed to by the teaching staff and leadership teams for implementation. The attendance and punctuality policy and the expectations of attendance and punctuality will be shared at the start of each academic year and with new families.

This policy will be reviewed annually.