



HAMILTON
International School

Attendance Policy

Draft

Attendance Policy

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Vision

Igniting
passi♥n, purp🎯se
and p🔑ential

Mission

We are committed to developing the spirit of excellence and sound character in our students, through an innovative, well-balanced education.

Core Values

- ☆ I am getting better
- ☆ I am respectful
- ☆ I am resilient
- ☆ I am a global citizen
- ☆ I am a communicator
- ☆ I am emotionally intelligent
- ☆ I am emotionally intelligent
- ☆ I am a collaborator

Aims

We are committed to meeting our obligations with regards to school attendance and punctuality by:

- Promoting good attendance and reducing absence, including persistent absence.
- Acting early to address patterns of absence.
- Promoting punctuality and acting early to address repeated poor punctuality.

Policy Statement

At THIS one of our core values is to ensure that our students realize their potential. In order to do this, attendance at school plays a significant role in allowing students to have amazing learning opportunities and to grow and develop. It is widely known that there is a link between poor attendance at school and lower academic achievement with many students falling behind. In addition, students who miss significant levels of school, also miss out on social interactions and the wider opportunities that school offers.

Punctuality to school and lessons is also vital in ensuring that valuable learning time is not lost. A child who is 10 minutes late to school each day will miss the equivalent of one week's learning across the school year. In addition, students arriving late to class also negatively impact other student's learning.

At THIS it is important that we work in partnership with parents to ensure the highest levels of attendance and punctuality to school in order to allow our students to realize their potential.

Policy Guidelines

1. Roles and responsibilities

1.1 The Principal

The principal is responsible for monitoring attendance and punctuality figures for the whole school on at least a termly basis. They also hold the Head of Elementary and Head of Secondary to account for the implementation of this policy.

1.2 The Heads of Elementary, Secondary and Inclusion

The Heads of Elementary and Secondary are responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence and punctuality data and reporting it to the principal.
- Supporting staff with monitoring the attendance and punctuality of individual students.

1.3 Class Teachers/Homeroom Teachers

Class teachers and Homeroom teachers are responsible for:

- Recording attendance on daily basis, using the correct codes, and submitting this information to the school office.
- Monitoring attendance and punctuality data for their class/homeroom at an individual student level.
- Reporting concerns about attendance and punctuality to parents and Assistant Head and Head of Elementary/Secondary/Inclusion.
- Working with the Head of Elementary/Secondary/Inclusion to tackle persistent absence and punctuality.
- Arranging calls and meetings with parents to discuss attendance and punctuality issues (see section 2.5,2.6).

1.4 School admin staff

School admin staff are responsible for:

- Taking calls from parents about absence and recording it on the school system.
- Monitoring the absence email inbox, passing messages on to class/homeroom teachers and recording it on the school system.
- Recording all late students and minutes late on the school system.
- Preparing and distributing weekly attendance and punctuality reports to Heads of Elementary/Secondary/Inclusion.
- Informing parents by 8 am if their child is marked as unauthorized absence.

1.5 Parents

Parents are responsible for:

- Ensuring students attend school daily unless in exceptional circumstances.
- Ensuring students arrive on time for school (not later than 7:20am).
- Ensuring students are collected on time (no later than 15 minutes after the school day has finished).
- Informing school in advance of any planned absence via the absence email (absent@this.qa).
- Informing school on the day of an unexpected absence before 7:30am wherever possible.
- Formally applying for extended leave at least 2 weeks prior to the requested start date.
- Supporting medical documentation if requested by the school.

2. Recording attendance

2.1 Attendance register

We will keep an attendance register and place all students onto this register.

Elementary School will take the attendance register at the start of the first session of each school day and once during the second session.

Secondary School will take the attendance register at the start of Homeroom and at the start of every lesson during the day.

It will mark whether every student is:

- A – Authorized Absence
- L – Late
- U – Unauthorized Absence
- K – Known Unauthorized
- P – Present

- PDL – Present Distance Learning
- POS – Present Off-Site

Present will be classified as:

- Present – the student is physically in school and in class at the start of a session.
- Present Distance Learning – the student is in class at the start of a session, but the learning is taking place remotely.
- Present Off-Site – the student is taking part in a school related activity off-site – examples may include a school visit to a museum, a school sports competition, a school event held at another school.
- Late – the student is present either in school or distance learning, however they arrived after the start of the session.

Absence from school will either be classified as:

- Authorized absence – permission has been given by school for the student to be absent – examples may include illness, medical appointments, compassionate leave.
- Known unauthorized- school has been informed of absence, but permission has not been given by the school for the child to be absent – examples may include holidays taken in term time, days off for celebrations such as birthdays.
- Unauthorized absence – no reason has been given to the school for the students absence.

We will keep every entry on the attendance register for the current academic year.

Registers at the start of the day and start of session 2 (Elementary) will be taken within the first 5 minutes of the session.

Lesson registers will be taken in the first 5 minutes of the lesson.

2.2 Unplanned absence

The student's parent/guardian must notify the school on the first day of an unplanned absence by 7:30am or as soon as practically possible via the school absence email absent@this.qa

We will mark absence due to illness as authorized unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/guardian to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorized, and parents/careers will be notified of this in advance.

If a student is absent from school for two consecutive weeks without a valid reason, then the school has the right to report this to the MOEHE and take appropriate action.

If the school nurse sends a student home due to illness or injury, then the student will be marked as authorized absence from the following session/lesson.

If a student does not attend school and no notification is received by parents, the receptionist will contact home by 8 am to find out the reason for absence.

2.3 Planned absence

Attending a medical or dental appointment will be counted as authorized as long as the student's parent/guardian notifies the school in advance of the appointment via the school absence email absent@this.qa

However, we encourage parents/g to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/guardian must also apply for other types of term-time absence as far in advance as possible of the requested absence (and not less than 2 weeks in advance).

If extended leave is required, then an extended leave form must be completed. The heads of elementary, secondary, and inclusion will review all applications for extended leave. A decision will be made at the discretion of the principal.

2.4 Lateness and punctuality

Students must arrive in school by 7:20am on each school day.

A student who arrives after 7:20am must report to reception where:

- The student will be marked as late, using the appropriate code by the receptionist.
- The student will be escorted to their class (Pre-KG – KG2) or given a late pass to hand to their teacher.
- If a student arrives late due to the school busses arriving after 7:20am, they will have their code amended by the receptionist to present.

The receptionist will keep a record of which buses are late each day and will report to the Facilities Manager on a weekly basis. The Facilities Manager will liaise with the transport company to improve bus punctuality if required.

2.5 Monitoring Punctuality

Punctuality to school:

On the third occasion that a student is late to school in a half term, then parents will be called by the class teacher/homeroom teacher. A follow up email will be sent via the class teacher/ homeroom teacher, cc'ing the Assistant Head and Head of School. Triggered by reception staff, email sent by class teacher.

On the fourth occasion that a student is late to school in a half term, then parents will be issued with a 1st Warning Letter sent by the class teacher/homeroom teacher via email, cc'ing the Assistant Head and Head of School.

On the fifth occasion that a student is late to school in a half term, then parents will be issued with a 2nd Warning Letter sent on behalf of the Head of Elementary/Secondary/Inclusion by the school administration team, cc'ing Head of School and Principal.

On the sixth occasion that a student is late to school in a half term, then parents will be issued with a 3rd Warning Letter sent on behalf of the principal by the school administration team, cc'ing Head of School. Persistent lateness could result in a student's loss of school place at THIS.

If there are no improvements in punctuality, a formal meeting will be held with the Principal, Head of Secondary/Elementary/Inclusion, and parents. Minutes will be kept and the MOEHE will be informed. The meeting will be arranged by the Principal's PA.

Punctuality to lessons (Secondary School):

If a student is marked late for 3 lessons in a week, then a lunchtime detention will be issued, and parents will be informed by the homeroom teacher.

On the second occasion that a student is marked late for 3 lessons in a week, then an after-school detention will be issued, and parents will be informed by the homeroom teacher.

On the third occasion that a student is marked late for 3 lessons in a week, then the student will be placed on a punctuality report and a parent meeting will take place with the Assistant Head of Secondary.

If lateness to lessons persists, then the student will be referred to the Head of School and action will be taken in line with the Behavior Policy, which could include internal exclusions and fixed term external exclusions.

Late pick-up:

Late pick up is deemed as after 2pm for the school day, or after 3pm for ECAs.

Students who are not collected by these times must report to reception to be collected.

If a student is collected late on 3 occasions in a half term, then parents will be called by the class teacher/homeroom teacher. A follow up email will be sent via the class teacher/ homeroom teacher, cc'ing the Assistant Head and Head of School. *

If a student is collected late on 4 occasions in a half term, then parents will be issued with a 1st Warning Letter sent by the class teacher/homeroom teacher via email, cc'ing the Assistant Head and Head of School.

If a student is collected late on 5 occasions in a half term, then parents will be issued with a 2nd Warning Letter sent on behalf of the Head of Elementary/Secondary/Inclusion by the school administration team, cc'ing Head of School and Principal.

If a student is collected late on 6 occasions in a half term, then parents will be issued with a 3rd Warning Letter sent on behalf of the principal by the school administration team, cc'ing Head of School. Persistent late pick up could result in a student's loss of school place at THIS.

If there are no improvements in late pick up, a formal meeting will be held with the Principal, Head of Secondary/Elementary/Inclusion, and parents. Minutes will be kept and the MOEHE will be informed. The meeting will be arranged by the Principals PA.

*In the event of late pick up on two occasions from ECAs, then the student will not be able to attend ECAs for the remainder of the term.

2.6 Monitoring Attendance

At Hamilton we aim for attendance to be as close to 100% as possible. Attendance will be monitored on a half semester basis by class teachers/homeroom teachers.

If attendance drops below 95%, school will commence close monitoring of the student's attendance and parents will be informed via email from the class teacher/homeroom teacher.

If attendance drops below 90%, then Year Leaders/Assistant Head of School will meet with parents to establish reasons for the absence and to put support in place to help improve attendance.

If attendance drops below 85%, then the Head of Elementary/Secondary will meet with parents to establish reasons for the continued drop in attendance, to put support in place to help improve attendance and to formally communicate with parents that their child may be in jeopardy of losing their place at THIS.

If attendance drops below 80%, then the principal will meet with parents and the appropriate action taken at the discretion of the principal.


3. Strategies for promoting attendance and punctuality

Students with very good attendance (95%+) and very good punctuality (less than 3 lates) will be rewarded each half term with a certificate.

Attendance and punctuality will be reported in end of term/semester reports. If a student transfers to another school, THIS will provide details of the student's attendance to the new school.

4. Monitoring arrangements

This policy will be reviewed as guidance is updated, and as a minimum once per year by the Head of Elementary and Head of Secondary. At every review, the policy will be approved by the Head of Elementary, Head of Secondary and Principal.

Reviewed and approved by			
Name	Position	Signature	Date
Terry Senior	Principal		Feb 2022

