

NEW INDIAN SCHOOL RAS AL KHAIMAH



ATTENDANCE POLICY 2022-2023

Signed:

Principal:

Date:04/04/2022

ICT Coordinator:

Date:04/04/2022

INTRODUCTION

At NEW INDIAN SCHOOL,RAS AL KHAIMAH we aim to consistently work towards our goal of 100% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to children, parents and carers.

Our school is committed to providing the best possible quality of education to all learners. To help achieve this commitment, regular punctual school attendance is vital.

The following policy sets out the school's aims and systems to ensure that attendance and punctuality is high and all stakeholders are aware of their roles and responsibilities.=Z

AIMS OF THIS POLICY:

- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents and staff receive regular communication about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of children and address them.
- To work with external agencies in order to address barriers to attendance and overcome them.

ROLES AND RESPONSIBILITIES

PRINCIPAL

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Local Authority policies and procedures.
- To consider the use of Penalty Notices in line with Local Authority policies and procedures.

SLT TEAM MEMBERS

- To support the Attendance and Admissions Officer in delivering the policy on a day-to-day basis.
- To meet with the Attendance and Admissions Officer regularly to monitor the systems and structures, ensuring they are having an impact on Child's attendance and punctuality.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- Work with the SLT and teachers to plan for the reintegration of children after long term absence.
- To ensure that termly Local Authority Returns are accurate.
- To revise and amend the policy with the SLT.
- To monitor weekly attendance data for their year groups.
- To address attendance and punctuality issues in Year Group Meetings.
- To ensure staff in their year groups are promoting good attendance and punctuality.
- To ensure staff are following the systems and structures in this policy.

ATTENDANCE AND ADMISSIONS OFFICE TEAM

- To check the school phone and answer, taking messages from parents/carers about child's absence.
- To record reasons for absence and updating class registers.
- To record the names and the reasons of children arriving late.
- To implement the daily checking of SIMs registers after the morning and afternoon registration sessions.

- To carry out and record the outcome of first day calls when a child doesn't arrive at school and when no reason has been received.
- To contact parents/carers by home visit following 3 instances absence.
- To report to the Local Authority as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality within their year groups.
- To report weekly attendance and mobility figures to the SLT.
- To oversee the admission and induction of new children.
- To liaise with the Pastoral Care Team with regards to child's attendance and punctuality.
- To check register boxes each day when returned.
- To meet the criteria set out in the Job Description for their role.

STAFF

- To ensure first quality teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learner's needs.
- To keep accurate and up-to-date daily records of Child's attendance through the SIMS register system.
- To regularly remind children and parents about the importance of good attendance.
- Following up on Child's absence by ensuring reasons for absence are sought and share concerns with Attendance Officer.
- To feed back to parents about child's attendance & punctuality regularly and at Parents' Afternoons.

PARENTS

- To ensure that their children receive a suitable full-time education from the age of 5.
- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up-to-date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

PROMOTING AND SUPPORTING GOOD ATTENDANCE

School Newsletter

The school newsletter is used to highlight the importance of good attendance, punctuality and class attendance figures. It includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality. Children who achieve 100% attendance each term will have their first names printed in the newsletter.

Parents' Notice Boards

The parents' notice boards located in the main entrance and includes information about school timings, attendance information and details of how parents can support the school by improving their child's attendance and punctuality.

The School Learning Environment

A welcoming, organised learning environment that school supports and celebrates its learners is key factor in ensuring children enjoy and attend regularly school. All staff ensure that their learning environments are a high quality. Regular, rigorous environmental audits are carried out by the SLT to ensure this.

Pupil Ambassadors

'Pupil Ambassadors' which incorporates, class ambassadors, mentors and mediators promote good attendance and punctuality through leading by example and by playing an active role in deciding the rewards the school offers.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and to celebrate this teacher ensure that they communicate punctuality and attendance with their class. Classes with good certificate are also rewarded with golden ticket and extra break.

Rewarding Good Attendance and Punctuality

End of Term Attendance Rewards

At the end of every term a special assembly celebrating attendance takes place.

- ☐ Individual Certificate

Each child who achieved above 100% receives a special attendance certificate, signed by the Head Teacher to take home.

- ☐ Special Attendance Reward

Every child who achieves 100% attendance are given a special reward afternoon within school where they take part in activities such as bouncy castle, face painting and other fun activities.

Monitoring and Recording Attendance & Punctuality

Class Registers

Class registers are recorded using SIMs. The system ensures that no children are missed and that children's information can be shared quickly and securely.

Registers are the only way of recording child's attendance and must be completed accurately. It is the staff member's responsibility to take the register for that session.

Registers can be re-submitted in the case of a mistake or a child arriving after submission, but registers must be accurate and submitted at key times (see below).

Morning Register

Class registers remain open until 8:15am. At that point, the teacher may submit their final register and close down SIMs. The teacher may submit the register as many times as they wish before 9:00 (eg, if a mistake has been made or a child has arrived slightly late) but at 9:00am the register must be correct and submitted by the Office Staff only.

Communication

Communication is vital between teaching staff and the office/pastoral care staff. Any concerns that a teacher has in terms of Children's absence, moving school, extended holiday or general wellbeing must be discussed with the Office Team initially.

IMPORTANT:

Child Protection and Safeguarding concerns must be acted on immediately. School Child Protection and Safeguarding Policy must be followed if staff have concerns.

School Attendance Letters

Letters are sent out by the school to communicate with parents about attendance and punctuality. Copies of all standard letter formats are included at the end of this document.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer a first day absence call will be made. The Office Team follows this system:

1. Parents contact number(s)
2. Repeat this during the first morning of absence in no response
3. Emergency contact number(s) to get an up-to-date contact number for the parent / carer and update the school system accordingly
4. Speak to the parents at home time in the playground if they are at school to pick up other children
5. Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers

SYSTEMS AND STRUCTURES TO TACKLE ATTENDANCE AND PUNCTUALITY ISSUES

When children's attendance and punctuality is a concern to the school the following systems and structures are followed.

System for Absence

On the first day of absence	Parents called to enquire about child's wellbeing
On the third day of absence in any school year	An 'Attendance Concerns' letter is sent out stating that medical proof will be needed to authorise any future absence or a home visit is conducted.
After 3 more days of unauthorised absence following the 'Attendance Concerns' letter	An 'Attendance Meeting' letter is sent out stating that the parent must come in to school
If attendance does not improve or attendance drops below 93%	Fast Track for attendance carried out and parents may be prosecuted if attendance does not improve. As part of the Fast Track process parents are invited to attend an Early Help Meeting which helps the school and

	parents communicate and deal with any issues or concerns.
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SYSTEM FOR EXTENDED LEAVE DURING TERM TIME

In line with Local Authority policy, leave for Children during term time is not authorised under any circumstances. The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

TAKING CHILDREN OFF ROLL SAFEGUARDING STATEMENT

No child shall be taken off roll until the school is satisfied that they are safe and accounted for. This will mean that we have confirmation of them starting a new school/educational establishment.

Where it is not possible to verify where a child is, children missing education at the local authority will be informed and a child will only be taken off roll once they give authorisation.

Where a parent has elected to home-school their child, the local authority home schooling department are informed and a child will only be taken off roll once they give authorisation.