



MAMOURA

BRITISH ACADEMY

Attendance and Punctuality Policy

Policy Issued	May 2021
Policy Updated	September 2023
Next Review	September 2025
Lead Professional	Assistant Principals- Pastoral
SGG Ratification	

Rationale

High levels of attendance are the foundation for academic achievement and it underpins all aspects of personal and academic 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. Attendance is a critical factor to a productive and successful school career.



Policy Statement

Mamoura British Academy actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that students arrive at the academy and to lessons on time. We strive for attendance that is consistently outstanding for all year groups.

The Ministry of Education and ADEK's view on attendance has been considered in drawing up this policy.

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

Parental Agreement

It is important that parents, students and the academy work together to improve and maintain high attendance and punctuality rates.

The responsibilities of the parents include:

- Following the academy's procedures as detailed in the policy
- Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day
- Communicating with the academy and providing the necessary evidence if a pupil is absent or has a medical appointment
- Understanding and upholding the academies policy that states that continued lateness and absenteeism will result in measure that will affect the choices of the student's enrolment for the following year



Attendance Procedures

Start of the School Day	
Lower School	Middle & Senior School
<ul style="list-style-type: none"> • All primary students are strongly recommended to be in school from 7.30am • Morning activities are from 7.30am to 7.50am • At 7.50am the register is taken by the class teacher • The National Anthem is played at 7:55am. Anyone who arrives in reception area after the National Anthem must obtain a late pass from reception and will be marked as 'Late Register Closed'. A 'late' slip is also shared with the child to bring home to their parents • The Foundation Stage entrance is open until 7.55am. Any child who arrives after the National Anthem must enter through main reception to be registered and obtain a late pass. 	<ul style="list-style-type: none"> • Gate open at 7.30 • They must enter the school from the MS/SS entrance • Students must be in form time at 7.40am • At 7.50am the register is taken by the Form Tutor • If a student arrives in the classroom between 7.50am and 8am children will be marked as late by the Form Tutor • The National Anthem is played at 7:55am. Anyone who arrives in Middle and Senior School reception area after the National Anthem will be marked as 'Late Register Closed' • At 8.00am, MS/SS entrance will close. • Students who arrive after need to go to the front of school, main reception.
<p>After 8.30am the Admin team will contact parents via phone call for any 'absent unauthorised'. Admin team must update Engage.</p> <p><i>NB- 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The class teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.</i></p> <p>If the class teacher is absent the children will be registered by another member of staff as organised by the Director of School.</p>	



Registration throughout the day	
Lower School	Middle & Senior School
<ul style="list-style-type: none"> The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day When a class teacher hands their class over to a specialist teacher, they must inform them of how many children are present and which children are absent The specialist teacher must confirm this by completing their own register at the start of each lesson The afternoon register will be synched to the morning register for accuracy. It is the class teacher's responsibility to check this is accurate by completing a head count and checking the names on the board 	<ul style="list-style-type: none"> A class register must be taken on Engage at the start of each lesson by the class teacher. This includes, tutor register (morning session), and lesson 1, 2, 3, 4, 5, 6 and 7 The only exception to this is when there are drop down, theme days and collapsed Timetables The afternoon register will be synched to the morning register for accuracy. It will be amended by main reception should a child leave the school building

End of the School Day	
Lower School	Middle & Senior School
<ul style="list-style-type: none"> The end of the school day is 2.15pm for children in the Foundation Stage and 2.40pm for children in Year 1 to Year 4 It is the class teacher's responsibility to make sure that the children in their care are supervised until they are collected Students can only be collected by the identified adults wearing a lanyard 	<ul style="list-style-type: none"> The school day finishes at 2.50pm for all year groups During the hotter months students will be limited with time outside so anyone not collected in the first 5 minutes of dismissal will be taken back inside All collecting parents, drivers and nannies need to have a parent pass

Extra Curricula Activities (ECAs)	
<ul style="list-style-type: none"> Students who are participating in an ECA will be escorted to the Sports Hall where they will assemble in their ECA groups and ECAs will start at 2.40pm ECAs finish at 3:30pm (if the times are different this will be communicated with parents). It is the responsibility of the ECA teacher to ensure that any children in their care are supervised until they 	<ul style="list-style-type: none"> Students will go to their ECA after session 7, at the end of the school day 2:50pm. Year 5 and 6 will be escorted by support staff Most ECAs finish at 3:30pm (if the times are different this will be communicated with parents). It is the responsibility of the ECA teacher to ensure that any children in their care are supervised until they are collected. The ECA



are collected. The ECA teacher is responsible for keeping an up-to-date register and checking up on any absences	teacher is responsible for keeping an up-to-date register and checking up on any absences
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Early Departure from the Academy

- For safeguarding reasons early departure from the Academy is not allowed without a valid reason
- Parents are encouraged to try and make doctors’ appointments etc. outside of school hours. Interrupting lessons is not only detrimental to the child’s learning but that of the rest of the class too
- If a parent wishes to collect their child early, the following procedure must be followed:
 - An early collection form must be completed and signed off by the AP Pastoral/Director of Welfare (MSS/SS) at least 24 hours in advance. In the LS, this form is signed by the Class Teacher
 - When this has been approved, reception will email the class teacher who will in turn contact the necessary specialist teachers if applicable

Planned Absence

- Planned absence during term time is actively discouraged by the Academy due to the impact on a student’s academic progress. A planned absence during this time may not be approved based on the child current attendance record
- Applications for any period of absence should be made on the leave of absence request form and submit it to the Head of School
- Permission will be given for valid reasons only such as a serious medical issue or a family emergency, as outlined in ADEK policies. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents
- Please note, the Academy **does not** authorise holidays during term time
- Parents will be sent the term dates as soon as these are known for them to arrange their holidays without disrupting their child’s education. This includes the return dates at the start of the academic year and after holidays



Monitoring of patterns and repeated absence		
	Lower School	Middle & Senior School
	The class teacher will monitor daily attendance and alert the Head of Year if attendance becomes a cause for concern	The form tutor will monitor daily attendance and alert the Head of Year if attendance becomes a concern
98% +	Outstanding attendance – meeting school expectations	Excellent attendance – meeting school expectations
96%	Very Good attendance	Letter 1 (appendix 1) sent to parents by the Form Tutor if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage
94%	Good attendance but need to monitor	Letter 1 (appendix 2) sent to parents by the Head of Year if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on Engage
93%	Attendance is no longer 'Good'- Letter 1 (appendix 1) to be sent by the Class teacher if there is a pattern of absence or unauthorised absences recorded on Engage. Letter uploaded on CPOMs	Letter 2 (appendix 3) to be sent to parents by Director of Phase and arrange a meeting to discuss. Letter uploaded on Engage
Below 92%	Unacceptable attendance - Class Teacher to raise concerns with Head of Year and Director of Phase and arrange a meeting to discuss. Letter 2 sent and (appendix 2) uploaded on CPOMs by HOY	Unacceptable attendance - Form Teacher to raise concerns with Head of Year and Director of Welfare and arrange a meeting to discuss. Letter 2 sent and (appendix 2) uploaded on CPOMs by HOY
90%	If still no improvement following meeting with Director of Welfare/Phase. Letter to be sent by AP Pastoral (appendix 3). Meeting arranged with AP pastoral and Attendance Plan agreed if the absences are unauthorised. Persistent poor attendance could result in the student's place being withdrawn for the following school year	
If attendance continues to drop below 90% then a Warning Letter will be issued by the Lower School or Middle & Senior School Principal. If attendance does not improve, the Principal/CEO may, in consultation with ADEK, ask the parent to remove their child from the school role.		
In summary, the school defines persistent absenteeism (PA) as missing 9% or more of schooling across the year for whatever reason.		
Attendance below 91% (PA) has serious implications on the student's progress and achievement. In line with ADEK recommendations, the school will work with the student and parent through an individual intervention support programme with agreed targets.		



Monitoring of patterns and repeated lateness		
	Lower School	Middle & Senior School
	<p>'late register closed'</p> <p>The class teacher will monitor daily punctuality and alert the Head of Year if the lateness becomes a cause for concern</p>	<p>'late register closed'</p> <p>The form tutor will monitor daily punctuality and alert the Head of Year if the lateness becomes a concern</p>
2% or below at the end of a half term	Excellent punctuality – meeting school expectations	Excellent punctuality – meeting school expectations
3%	Letter 1 (appendix 1) sent to parents by the Class Teacher if there is a pattern of lateness and save a copy of the email on CPOMs	Letter 1 (appendix 1) sent to parents by the Form Tutor if there is a pattern of lateness and save a copy of the email on Engage
5%	Letter 2 sent by the Head of Year and a meeting requested with the family to discuss. (appendix 2). Letter to be uploaded on to CPOMs	Letter 2 sent by the Head of Year and a meeting requested with the family to discuss. (appendix 2). Letter to be uploaded on to Engage
8%	Letter 3 sent by the Director of Phase and a meeting requested with the family to discuss. (appendix 3). Letter to be uploaded on to CPOMs	Letter 3 sent by the Director of Phase and a meeting requested with the family to discuss. (appendix 3). Letter to be uploaded on to Engage
9%	Letter sent by the AP Pastoral. Meeting arranged for a Punctuality Plan to be agreed and signed by students and parents. Persistent poor punctuality could result in the student's place been withdrawn in the following school year.	
<p>If Lateness reaches 10% (20 days) then a Warning Letter will be issued by the Lower School or Middle & Senior School Principals.</p> <p>If punctuality does not improve, the Principal/CEO may, in consultation with ADEK, ask the parent to remove their child from the school roll.</p>		
<p>In Summary, the school defines persistent poor punctuality as late to school 5% or more late across the year for whatever reason.</p> <p>In Middle and Senior School, students who are late persistently and miss a substantial amount of lesson time will be held at the main reception where a senior member of staff will come down to collect them.</p>		



Rewards to Promote the Importance of Good Attendance at School

The academy supports all students and promotes the importance of good attendance in the following ways: certificates, House Points, positive ethos and messages in assemblies, tutor time, lessons and parent evenings.

Rewards	
Lower School	Middle & Senior School
<ul style="list-style-type: none"> Individual attendance is monitored weekly by class teachers. 100% attendees are rewarded in Year Group Assemblies and their names added to a 'lucky dip'. The lucky dip is then drawn as part of a wider celebration during LS Assemblies each half term 	<ul style="list-style-type: none"> Individual attendance is monitored weekly by class teachers (and HoYs)
<ul style="list-style-type: none"> Class attendance is monitored weekly by Heads of Year. The winning class is announced each week in Year Group Assemblies and rewarded 	<ul style="list-style-type: none"> Students with 100% attendance the previous week acknowledged and class attendance poster on form wall updated
<ul style="list-style-type: none"> Year Group attendance is monitored weekly by AP Pastoral. The winning Year Group is announced each week in assembly and rewarded Daily Dog 100% termly certificates are also awarded by AP Pastoral during assemblies 	<ul style="list-style-type: none"> Year Group attendance is monitored weekly by Director of Welfare (and AP Pastoral). Individual year groups agree on termly rewards. The form group with the highest attendance wins the respective award (eg: movie afternoon in the library) 100% termly certificates are also awarded during assemblies
<p>Every certificate across the academy is worth 50 house points.</p>	

Appendix 1

PARENT COMMUNICATION

DATE:

Student Name:

Form/Class:



Important Notice: Attendance/Punctuality Letter 1

Dear Parent

Mamoura British Academy is committed to raising standards and achievement in all aspects of your child's education. We recognise that high levels of student attendance are closely linked to academic success and as an academy; **we aim for outstanding attendance which is 98% or above.**

Unfortunately, _____'s attendance level is currently at _____%. This means that your child's attendance is no longer classed as 'Good' by ADEK.

This letter is issued as a reminder of our expectations and to inform you that we will be closely monitoring _____'s attendance . If we can offer any support or if you have any questions, please do not hesitate to contact us. We are hoping to be able to report an improvement in his/her attendance in the near future.

Kindly complete and return the reply slip below to confirm receipt of this letter and show your support.

We all want the best for your child and we appreciate your understanding and co-operation in this matter.

Yours sincerely

Class teacher

Reply Slip: Attendance/Punctuality Letter 1



Please fill out and return this reply slip to your child's class teacher to acknowledge your receipt of this letter:

I/We have received the attendance information letter.

Student Name:

Tutor Group:



Parent Signature:

Date:

Appendix 2

PARENT COMMUNICATION

DATE:

Student Name:

Form/Class:

Important Notice: Attendance/Punctuality letter 2 and Meeting request



Dear

Following on from the letter that was sent to you on XXX from XXX I am writing to inform you that unfortunately we have not seen an improvement in XXX's attendance. XXX's current attendance is % , and classed as 'unacceptable' by ADEK.

Mamoura British Academy always puts the pupils' best interests at heart. We are concerned that your child's poor attendance is having a negative impact on their achievement in school. According to ADEK guidance and school policies, more than 15 unauthorised absences could result in your child's place being withdrawn for the next academic year.

Please come in to the school on _____ at _____ so that we can meet to discuss how we can work together to improve _____'s attendance. If this time is not convenient, please contact me on _____@almamouraacademy.sch.ae to arrange a suitable time.

We would appreciate your support and co-operation in this matter.

Yours sincerely

Director

Reply Slip: Attendance/Punctuality Letter 2

Please fill out and return this reply slip to your child's class teacher to acknowledge your receipt of this letter:

I/We have received the attendance information letter.



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BRITISH ACADEMY

Attendance and Punctuality Policy

Student Name:

Tutor Group:

Parent Signature:

Date:



Appendix 3

PARENT COMMUNICATION

DATE:

Student Name:

Form/Class:

Important Notice: Attendance/Punctuality letter 3 and Meeting request

Dear

I write to you regarding [redacted]'s poor attendance. Since the beginning of this year, [redacted] has had [redacted] days absent from school and their current attendance is [redacted] %.

This is the third letter we have sent to you regarding [redacted]'s attendance and despite our efforts, we are disappointed to report that we have seen no improvement in his/her attendance.

Please come into the school on [redacted] at [redacted] so that we can meet to discuss what support offer and put an attendance plan in place. If this time is not convenient, please contact me on [\[redacted\]@almamouraacademy.sch.ae](mailto:[redacted]@almamouraacademy.sch.ae) to arrange a suitable time.

We would appreciate your support and co-operation in this matter.

Yours sincerely,

Assistant Principal



Reply Slip: Attendance/Punctuality Letter 3

Please fill out and return this reply slip to your child's class teacher to acknowledge your receipt of this letter:

I/We have received the attendance information letter.

Student Name:

Tutor Group:

Parent Signature:

Date: