



مدرسة جيمس فيرست بوينت

GEMS FirstPoint School

THE VILLA

Attendance & Punctuality Policy

This policy has been produced for GEMS FirstPoint School, when 'The School' is referred to in this policy it is solely GEMS FirstPoint School that is being referred to.

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1. PURPOSE

At GEMS FirstPoint School we believe that regular and punctual attendance at School is essential for pupils to maximise their educational opportunities. Good School attendance is a key factor in raising attainment and reducing social exclusion. Pupils should be at School on time every day that the School is open, unless the absence is unavoidable and an acceptable reason is given. At FPS we work in partnership with parents and pupils to encourage excellent attendance and to offer support in removing barriers that may prevent pupils from coming to School. Pupils who have full attendance are more successful and confident in their studies. Those who are frequently absent not only have significant gaps in their own learning but also may hinder the learning of others because they need a disproportionate amount of support to help them catch up. Parents are expected to contact School in the morning on the first day of their child's absence. Parents are also expected to notify the School at an early stage of potential significant problems to enable early intervention work to take place before poor attendance becomes a habit.

2. Aims

Through this policy we aim to:

- Keep the School's attendance above 98%.
- Outline the steps the School will take to promote positive attendance and punctuality.
- Outline absence procedures for parents to follow.

3. Procedures

3.1 Monitoring of Attendance in Normal Circumstances

Pupils' attendance is monitored through our registration system. Teachers register pupils during Form time and at the beginning of each lesson. To ensure that the attendance of pupils remains high on the School's agenda attendance figures are discussed weekly during line management meetings between Heads of Year, Key Stage Directors and Heads of Mini School. These are presented at ELT Line Management meetings and at Executive Leadership Team Meetings, where summary figures allow the leadership team to keep up-to-date with short-term changes in attendance figures. On a termly basis an analysis of termly further informs strategic decision making. Local Advisory Board Members get a regular report on the termly School attendance figures.



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3.2 Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of School staff.

PUPILS: Pupils are responsible for ensuring they are in School every day on time and are punctual to every lesson.

PARENTS: A pupil's parents are fully responsible for ensuring the highest levels of attendance possible and not less than 98%. They are required to let the School know by 7.30am if their child will be absent on that day. They are obliged to provide the School with a full explanation as to why the pupil will not be attending. Failure to do so may lead the Front of house Staff to categorise the attendance as unauthorised. In accordance with UAE law, a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the School does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

FORM TUTORS/ CLASS TEACHERS: Form Tutors/ Class teachers are responsible for encouraging pupils to attend the School daily and ensuring they have a high readiness for learning. Form tutors will review their register at the end of the week and send an email to the parents of any student who has had an unauthorised absence that week. Form tutors/ Class teachers are required to contact the parents of any student whose attendance is between 91 and 98 percent and provide support until their attendance increases.

SUBJECT TEACHERS: Subject teachers encourage pupils to attend regularly through engaging lessons, good relationships and through ensuring plans are in place to enable pupils to catch up after they have been away. Subject teachers provide positive challenge for those who do not have high levels of attendance. Subject teachers are expected to complete a class register in the first 15 minutes of every lesson, in the morning this must be completed before 8.00am as this is a legal requirement.

FRONT OF HOUSE STAFF: Front of House Staff are responsible for managing the daily registers, ensuring the School has taken a full register by 8.00am and that a first day email is sent to parents who have not provided a reason for their child's absence by phone call before 8.00am. The member of Front of House Staff will also change codes from 'N' where a solid 'reason' has been given by a parent. They endeavour to follow up on emails where parents have not responded, doing everything in their power to ensure attendance is addressed.



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HEAD OF YEAR: Heads of Year monitor judicious use of attendance codes, in line with national expectations and legislation. They monitor attendance trends identifying issues and areas for improvement. They provide day to day support to Front of House Staff where needed. They report on a weekly and termly basis to the Executive Leadership Team on the latest attendance figures. Heads of Year create attendance and punctuality focus groups which include any pupil whose attendance has fallen between 81 and 90 percent. The Head of Year speaks to the students in the focus group and contacts home via email. If the student is absent for a further three days the Head of year will organise a meeting with the parent.

KEY STAGE DIRECTOR: The Key Stage Director is responsible for pupils whose attendance falls between 71 and 80 percent. The Director of Key Stage must support the pupil and their family until their attendance increases. They will also monitor regular attendance through their line management meetings.

HEAD OF MINI SCHOOL: The Head of Mini School must monitor attendance regularly through regular reports and line management meetings. They are also responsible for any pupil whose attendance falls below 71 percent. The Head of Mini School must support the pupil and their family until their attendance increases.

3.3 Absence Procedures

If a pupil is absent a parent/carer must:

- Contact the School (and internship provider) as soon as possible on the first day of absence.
- Send a note into School on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.
- Provide a doctor's note if they are ill for 3 days or more.

If a pupil is absent we will:

- Telephone/ Email parents/carers on the first day of absence if we have not heard from you.
- Contact parents/carers every day thereafter if your child is still absent unless you have previously communicated a legitimate return date.
- Invite parents/carers into the School to discuss the situation with our Head of Year, Key Stage Director or Head of Mini School, if absences persist.



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Registration procedures:

- Staff register pupils' attendance via Sims.
- The first register of the day must be completed by 8.00 am as the register is a legally binding document.
- Registers must be taken every lesson thereafter, within the first 15 minutes of the lesson.
- In the event that Sims is down, staff take a paper register which they return to reception before 8.00 am.
- Students who are late must register at reception on their way to lesson. If a pupil arrives at your lesson and they haven't been registered on Sims they must return to reception to be registered.
- In Primary, the form with the best attendance in each year group each week is awarded Dance (the teddy bear). The tutor group which wins Dance the most number of times is rewarded at the end of term.
- Staff removing pupils from classes for other events will let the Head of Year know through a typed list in alphabetical order 24 hours in advance. Where circumstances occasionally mean a pupil is removed for an impromptu educational reason staff will let the Head of Year know immediately to ensure the pupil receives a registration mark.

Telephone Numbers:

As there are times when we need to contact parents about School matters, including absence, we need to have accurate contact numbers at all times. Help us to help you and your child by making sure we always have an up to date number or email address– if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

3.4 Punctuality

Poor punctuality is not acceptable. If a pupil misses the start of the day they miss work and important information. Late arriving pupils also disrupt lessons and the learning of others. Detentions are set (Secondary) for persistent lateness and pupils who are late to lessons more than 5 minutes without a note or a valid excuse (Please see the Behaviour for Learning Policy).

How we manage lateness:



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Lessons start at 7.45am and we expect pupils to be lined up outside their class at 7.43am ready for the National Anthem at 7.44am. Registers will be taken and pupils will receive a late mark if they are not in by that time.

In FS, KS1 and KS2 if a pupil is late, they will receive a L1 (a documented warning). In Primary, the form with the best punctuality in each year group each week is awarded Punch (the teddy bear). The tutor group which wins Punch the most number of times is rewarded at the end of term.

In KS3, 4 & 5 a pupil that is late less than 5 minutes will receive a L1 (a documented warning). A pupil who is late more than 5 minutes will receive a 20 minute break time detention. Pupils will only be excused from the detention if a parent/ carer has contacted the School stating exceptional circumstances for being late and the School deems this as a valid reason. Pupils who take the bus cannot be marked late if the bus is late delivering them to School. In KS3, KS4 and KS5 if pupils are consistently (twice in a week) late to lessons less than 5 minutes they will receive a L2 on an accumulative basis (2 L1s= L2) and will, therefore, receive a 20minute detention from their form tutor. If a pupil is late to lesson more than 5 minutes, then they will receive a L2 20-minute detention with their classroom teacher.

If a pupil has an accumulation of persistent lateness parents will be asked to meet with the Head of Year/ Key Stage Directors/ Head of Mini School to resolve the problem, but you can approach us at any time if you are having problems getting your child to the School on time.

3.5 Holidays in Term Time:

Taking holidays in term time will affect a pupil's education as much as any other absence and we expect parents to help us by not taking their child away on holiday in School time. Remember that any savings made by taking a holiday in School's term time are offset by the cost to a child's education. Any period of leave taken without the agreement of the School, or in excess of that agreed, will be classed as unauthorised. If a parent would like to request that their child takes a leave of absence during term time they must put the request in writing to the Principal who will inform them whether or not the leave of absence is granted.

4. Responsibilities

The people responsible for attendance and punctuality are as follows:



<u>Name</u>	<u>Role</u>	<u>Responsible for attendance between</u>
Mrs Claire Nami	FS1 Year Leader	FS1 81%-90%
Mrs Rebecca Laurence	FS2 Year Leader	FS2 81%-90%
Mrs Sandra Mason	Director of Foundation Stage	Foundation Stage 71%-80%
Mrs Amy Jones	Head of Year 1	Year 1 81%-90%
Miss Chloe Barnes	Head of Year 2	Year 2 81%-90%
Miss Isabel Olley	Director of Key Stage 1	KS1 71%-80%
Mrs Loren Anderson	Head of Mini School Foundation Stage and Key Stage 1	KS1 70% and below
Mrs Nicola Matthews	Director of Key Stage 2	KS2 71%-80%
Miss Emily Galone	Head of Year 3	Year 3 81%-90%
Mr Josh Byfield	Head of Year 4	Year 4 81%-90%
Mr James Sherriff	Head of Year 5	Year 5 81%-90%
Miss Jane Sherring	Head of Year 6	Year 6 81%-90%
Mr Mark Seddon	Director of Key Stage 3	KS3 71%-80%
Miss Rebecca Davies	Head of Year 7	Year 7 81%-90%
Mrs Katie Whiting	Head of Year 8	Year 8 81%-90%
Miss Katie Nopondo-Mangan	Head of Year 9	Year 9 81%-90%
Mrs Lisa Wareing	Head of Mini School Key Stage2 & 3	70% and below
Miss Laura Nulty	Head of Year 10	Year 10 81%-90%
Miss Fiona Root	Head of Year 11	Year 11 81%-90%
Mr Lewis Hammill	Director of Key Stage 4	KS4 71%-80%
Mr Rhys Headley	Assistant Principal Pastoral and Safeguarding Head of Mini School Key Stage 4	KS 4 70% and below Whole School Attendance
Mr Nathan Jackson	Head of Year 12	Year 12 81%-90%
Miss Sarah Barr	Head of Year 13	Year 13 81%-90%
Miss Jen Cruickshank	Director of Key Stage 5	KS5 71%-80%
Mr Jay Tostevin	Head of Mini School Key Stage 5	KS5 70% and below

All School staff are committed to working with parents and pupils as the best way to ensure high levels of attendance.

There will be an annual review of this policy by the Assistant Principal Safeguarding, Inclusion & Pastoral and Senior Leadership Team.