CAPITAL SCHOOL BAHRAIN

Attendance and Punctuality Policy

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1. Rationale

As a school, we recognise that regular school attendance and punctuality are most important. Irregular attendance and consistent lateness undermine the educational process and lead to educational disadvantage. Capital School monitors and responds to any instances of irregular attendance and/or punctuality and adopts a fair, consistent and even-handed approach.

The school's aims related to attendance and punctuality are:
Create an environment in which children look forward to attending school and lessons;
Make pupils' attendance and punctuality a priority for all community members;
Achieve zero unauthorised absence and zero lateness.

2. Definitions

Authorised absence: absence for a valid reason. Reasons may include (but are not limited to) illness, medical care, injury, family emergencies and other such events beyond parents' control. This is included in the absence total reported to parents in half-termly school reports.

Absence (approved educational activity): absence from school on trips or other such events that have been planned by, or participation in authorised by the school. Such absence is not included in the absence total reported to parents in half-termly school reports.

Unauthorised absence: absence that does not have a valid explanation and therefore cannot be authorised by the school. This is at the discretion of school Principal.

Unexplained absence: absence that has yet to be categorised as authorised or not, generally due to the pupil remaining away from school.

Expected attendance: the expected percentage of school days that are attended by a pupil in any given period. For capital School, this is 95%.

Lateness: arrival at school and registration with tutor/reception after 8:00am (Primary School) or 7.45am (Secondary School). In the case of lesson attendance, a pupil is late if they arrive for a lesson after the transition music has stopped.

Truancy: deliberate avoidance of some or all of a lesson.

3. General Responsibilities

3.1 All staff

- Be a good role model and lead by example
- Give attendance and punctuality a high profile
- Praise pupils for arriving on time
- Take prompt action when pupils are late or absent without authorisation
- Keep an accurate register on the iSAMS
- Inform Phase Leaders/Progress Leaders/School Counsellors and/or SLT of any ongoing concerns with attendance or punctuality.

3.2 Primary School staff

- Contact parents on the third consecutive day of unexplained absence.

3.3 Secondary School staff

- Report unexplained absences of five consecutive days to Progress Leaders and School Counsellors, so that they may contact parents.

3.4 Phase Leaders/Progress Leaders

- Support form tutors and classroom teachers with monitoring, responding to and remedying attendance and punctuality problems as they arise
- Monitor pupils recognised as having irregular attendance and/or punctuality
- Contact parents concerning attendance and/or punctuality concerns

3.5 Senior Leadership Teams

- Monitor attendance and punctuality
- Implement and oversee reward and sanction systems

3.6 School Counsellors

- Record late arrivals who do not attend registration/tutor time
- Update iSAMS as explanations for absences are sent by parents
- Contact parents as required
- Monitor the accuracy of attendance records.
- Ensure, alongside Progress Leaders and the school nurse, that pupils are issued with a Permission to Leave slip if they have been granted permission to leave early
- The gate pass includes the reason for the early departure
- The security guards check that the pass has been issued, before allowing the pupil to leave.

3.7 Pupils

- FS1 to Year 6: Arrive by 8:00am for registration every morning
- Years 7 to 12: Arrive by 7:45am for registration every morning
- Be on time for every lesson
- Report to reception if late and unable to attend registration/tutor time

3.8 Parents

- Ensure that children arrive for school on time every day
- Provide written explanation for children's absences from school by emailing the relevant school counsellor. The school MUST receive a written explanation from parents
- Not take children out of school during term time (family holidays should be taken outside term time)
- Keep children at home when they are unwell.

Email the relevant school counsellor if a child needs to leave the school premises during the school day for a genuine and previously unforeseen reason, giving at least one hour's notice to avoid delays. Notice before the start of the school day is preferred.

4. Inappropriate attendance

While the school wants to celebrate exemplary attendance, we are mindful of pupils attending school when they should not. When a child is unwell, they should stay off school, particularly when the illness may be contagious. At other times, for different reasons, the school may request a doctor's note confirming that a child is fit to attend school. We ask for support from all pupils and parents in this matter.

5. Holidays during term time and appointments during the school day

- Absence during term time can seriously affect a pupil's progress. Any request for permission to take a pupil out of school during term time should be made in writing to the respective Principal at least one week in advance. Capital School attaches equal importance to every school day, and important events may be held at the very beginning or end of term time. Therefore, early departures for, and/or late returns from, school holidays are not recommended.

- Medical, dental, and other appointments should not be made during the school day, where possible.

- If a pupil misses all or part of a school day because of a medical / dental / visa / etc. appointment, the school requires documentation of the appointment in order to authorise the lateness or absence from class.

6. Early departure from school

Pupils may, of course, need to leave school early, for a variety of reasons. There are four ways in which pupils may leave early:

- The school receives a written request from parents, at least one hour in advance (preferably before the start of the school day)
- The nurse recommends that the pupil leaves school early
- In case of emergency (at the discretion of a member of the school Senior Leadership Team)
- If pupils taking examinations (usually Years 11, 12 and 13) have been granted some form of study leave.

In Secondary School a pupil must be given a Permission to Leave pass, which must be signed by the relevant school counsellor, the school nurse or a member of the MLT/SLT.

- The pupil or parent must also sign out at the relevant Reception.

In Primary School, pupils will be collected by a member of the site team staff once the parent/guardian has arrived and signed at Reception.

There are no exceptions to this rule - it is in place to protect children and ensure that Capital School follows best practice for the safeguarding of its pupils.

7. Traffic and congestion around the school site

The roads around the school are often very busy at the start and end of the school day. However, repeated irregular attendance and/or punctuality cannot be ascribed to heavy traffic or congestion at school: there is no reason why pupils cannot leave for school slightly earlier in the morning. While the school utilises a common-sense approach to problems caused by abnormal traffic conditions (for instance, due to localised flooding), it does not accept the argument that pupils must be continually absent or late because of this.

8. Irregular attendance and punctuality procedures: FS1 to Year 6

8.1 Attendance

- Daily attendance should be at or above 95%, i.e. on average, no more than 1 day absent for every 19 days attended.
- Class/form teacher contacts parents on the morning of the third consecutive day of unexplained absence.
- Class/form teacher monitors daily attendance on iSAMS and discusses with parents if a pupil is not on track to meet 95% target, without good reason.
- After the initial meeting with the class teacher, refer to the relevant Phase Leader if there is no improvement within 2 weeks.
- If there is still no improvement within 2 weeks after the Phase Leader meeting, refer to SLT.

8.2 Punctuality

- In Nursery to Year 6, any concerns about pupil punctuality are raised with parents at parent-teacher conferences.
- Attendance and punctuality are included in half-termly reports to parents.

9. Irregular attendance and punctuality procedures: Years 7 to

12

9.1. Attendance

- Three (or fewer, at discretion of teacher, tutor, Progress Leader, SLT or School Counsellor) consecutive days of absence - parents contacted.
- Less than 95% attendance ('expected attendance') in a half term without good reason - parents notified in writing.
- Less than 85% attendance in a half term without good reason - parents are required to attend meetings with the Progress Leader or Senior Leadership Team member.
- Less than 75% attendance in a half term without good reason - parents are required to attend meetings with the Principal.
- Less than 65% attendance in a half term without good reason – Principal to review case and decide if place in school should be withdrawn for the following academic year.

9.2. Punctuality

- Pupils arrive late to 15% of registration periods/lessons in a half term - parents notified in writing.
- Pupils arrive late to 20% of registration periods/lessons in a half term - parents are required to attend meetings with the Progress Leader or SLT member.
- Pupils arrive late to 30% of registration periods/lessons in a half term - parents are required to attend meetings with the Principal.
- Pupils arrive late to 40% of registration periods/lessons in a half term – Principal to review case and decide if place in school should be withdrawn for the following academic year.

10. Children Missing Education (CME)

Child Missing Education - from Capital School Safeguarding Policy

We recognise that a child going missing from education is a potential indicator of abuse or neglect.

Staff are made aware of these procedures at induction and through our Attendance Policy. We will make every attempt to obtain more than one emergency contact number for each child registered at the School to ensure we can make contact with a responsible adult when a child is missing education and is also identified as a welfare and/or safeguarding concern.

We will ensure that we inform the local authorities when removing a child from the school roll at standard and non-standard transition points.

We will ensure that we follow these procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.