



DGPS Attendance, Lateness and Absence Policy 23-24

Written by: Katherine Gilbert

Motto

Learning Together, Growing Together

Vision & Values

At Dove Green, we are creating a world class British school that promotes a respectful, happy, caring and inclusive community. We strive to prepare all students to become lifelong learners and responsible citizens, ready to meet the challenges of the future. In partnership with families and the wider community, our goal is to create purposeful, enriched opportunities for students that inspire them to become leaders of their own learning and develop the knowledge, critical thinking skills, and character necessary to succeed in an ever-changing world. We are dedicated to providing stimulating learning experiences through an evolving, challenging curriculum, fully reflecting the culture of the UAE and the wider world.

DGPS Way

At Dove Green Private School, we are:

Determined learners

Global thinkers

Positive achievers

Striving for success

The Governors, Principal and staff are keen to ensure that all of our students attend school regularly and punctually. In doing so, they will receive the best education possible to help them fulfil their potential.

To this purpose, parents will be informed of the school policy in the Parents' Handbook and encouraged to understand the importance of good attendance and punctuality. Dove Green School keeps a record of attendance on their MIS registers.

Aims and Objectives:

The Dove Green Private School Attendance, Lateness and Absence Policy ensures that parents, students and staff to be aware of our drive to promote excellence in attendance and punctuality for all, recognising that:

- All stakeholders (students, parents and staff) are made aware of their responsibility regarding attendance of all students to ensure they receive the maximum educational opportunities available to them.
- Regular and punctual school attendance is vital if students are to benefit fully from the opportunities which this school offers them.
- The Dove Green curriculum and ethos underlines the importance of continuity and progression in the learning process. Achieving this starts with the recognition by staff, students and parents of the expectation that excellent attendance and punctuality are valued by the school.
- All staff, students and parents have the responsibility to promote good attendance
- Persistent poor attendance and/or punctuality will impact a students' progress and ability to meet age-related learning objectives
- It is an established fact that children who develop poor patterns of attendance and punctuality at school tend to continue in this pattern throughout their school life and beyond.
- Poor attendance and punctuality can have detrimental effects on social development.

- Monitor attendance and punctuality ensuring consistency in dealing with regular absence and tardiness.
- To uphold Government KHDA expectations of student attendance and punctuality.

KHDA Regulations:

KHDA attendance expectations are as follows:

98% Outstanding

96% Very Good

94% Good

92% Acceptable

Less than 92% Weak

Less than 90% Very Weak

Allowance of Authorised Leave Per Year

As per KHDA guidelines, that the maximum authorised leave permitted per child per academic year is **5 days subject to approval by the Head of School.**

Roles and Responsibilities:

Senior Leadership Team

- Ensure and maintain a system to track and monitor children's absence
- Ensure and maintain an effective system to allow for pre-authorised absence
- Communicate concerns with parents according to this policy
- Meet with parents when needed to discuss attendance and punctuality concerns

Teachers

- Will monitor and discuss with parents on a regular basis where there is a concern.
- Report concerns to Key Stage Leader
- Provide parents with an initial verbal meeting when attendance or punctuality become a concern

The Receptionist

- Is responsible for overseeing the daily inputting of all registers
- Inform teachers of absence notifications received
- Will provide half-termly attendance reports to teachers and SLT to inform them of children who have low attendance or a high level of lateness
- Communicate effectively with teachers to ensure registers are up to date and accurately
- Ensure the attendance data is accurate
- Input attendance and punctuality percentages onto end of academic report for parents

The School Nurse

- Follow up calls regarding absences where parents have made no contact with the school
- Follow up calls with parents where students are absent due to sickness

Parents

- Parents have the responsibility to read, ratify and implement this policy on attendance and punctuality.
- Parents have the responsibility to promote their child's attendance and punctuality and abide by the timings set by the school for the start and the end of the school day.
- Understand and uphold the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the children's chances of enrolment for the upcoming academic year.

Procedures on how to communicate absence / lateness with the School

The following procedure is for both the Primary or Senior School

Registration:

Registers are taken once a day in Primary and in every lesson in Senior school.

Primary class teachers take the Primary registers. Senior school form teachers take registers and then subject teachers (when new school facility completed).

Duty of Care commences at 7.45am daily with registration from 7.50am – 8.10am – students coming to class after this time will be marked as late

Attendance:

Your child may only be absent from school if:

- They are unwell
- Gained prior permission from the school for an authorised absence / appointment or travel leave.

Absences:

All absences are recorded on the school register against the student's record using the key contained in that register.

Types of Absence:

For planned / approved absences:

These should be requested by way of a formal written email to the students' Head of School.

These include:

- Travel Requests
- Family Emergency
- Religious Leave (in certain instances)

- Planned medical absence (operations etc)

Requesting Planned Leave:

Only in exceptional circumstances are parents permitted leave for their children during term time. In cases where an application is made, permission is sought in writing from the Head of School.

Requests are to be sent to reception@dovegreenschool.com at least 3 days before the intended dates where our receptionist will inform you of the decision via email within 3 working days.

Applications will be considered on an individual, case-by-case basis and approval / non-approval will be communicated in writing. Previous leave applications and absences will be taken into consideration.

All instances of leave will be recorded on a student's personal record.

It should be noted:

- For travel leave requests: if approval for leave is not given (including but not limited to student having less than 94% attendance, and the leave is taken, it will be marked and noted as unauthorised absence
- all absences, including approved/authorised absences will affect the student's attendance at the end of the year and reflect on their End of Year Academic Report.

For on-the-day Absences (Sickness etc):

Parents should inform the School Reception in person, by telephone or by email of a child's non-attendance on the first morning of absence **before 7.50am via email address** absence@dovegreenschool.com) or phone **04 883 7474**

Parents must state the reason for the absence and when the student is expected to return to school.

This message will then be passed on to class / form teachers and register updated accordingly.

In the event of the child contracting an illness or suffering an injury, parents should inform the school immediately, and subsequently keep the school informed on progress. The School Nurse will contact the parents and will keep all requested medical notes on the student's file.

Please note:

- The School Nurse will request medical note for sickness related absences on the second day of such absence.

In the event of non-communication of a reason for absence, for the well-being of the child, the School Nurse, on behalf of the school, will telephone the parents to ascertain the reason for non-attendance. If this is unsuccessful, she will follow up with an email. If no contact has been made, the child's absence will be marked as Unauthorised Absence.

Persistent Late and Absence Procedure:

Dove Green is committed to work in partnership with parents to improve attendance and punctuality. Where there is persistent lateness or absences, the following procedures will follow:

School registers will be inspected daily / weekly by School Reception and **every half term** by the Vice Principal and Heads of Primary and Senior schools. Parents will be contacted in the event of:

- a) Unauthorised absence
- b) frequent short absences, particularly where a pattern emerges; e.g. every Thursday
- c) persistent lateness at the beginning of school and at the end of the school day.

Contact will be made in the following stages:

1. Verbal Warning

After five days of absence or lates, the Assistant Head/Head of Primary/Senior school phones parents or speaks to them face to face to address the issue and the school's concerns. (School counsellor involvement where necessary).

2. Written Letter

- a. After three further instances, a Parent Letter is sent by the HoP/HoS.
- b. Parents are also invited to meet with the HoP/HoS to discuss any issues

3. Vice Principal Letter

After three further late days or absences, the Vice Principal writes a letter to the Parents.

In cases where children continue to be persistently late or absent, a letter will be sent by the Principal and parents will be invited to come in to discuss this with him.

At this stage, sanctions can be discussed. These may include, but not limited to:

- Written notice of absence / lateness
- Written notice informing the parents of refusal to re-enroll the student in the school for the following academic year.

All decisions by the Principal will be final

A record of all concerns, correspondence and meetings will be kept on record by the school on the student's file.

Signed:

Signed:



Print Name: Christopher Seeley

Designation: Principal DGPS

Date: September 2023

Next Review: September 2024