



**Vision:** To be a center of educational excellence preparing students to be both lifelong learners as well as leaders of tomorrow.

**Mission:** To become a community of learners developing within our student's active creative minds. We stress the total development of each child; spiritually, morally, intellectually, socially, emotionally, and physically. Therefore, we aim to provide a healthy, safe, caring and supportive environment.

# Attendance and Truancy Policy

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## 1. Aim

The First Academy School believe that outstanding attendance and punctuality is vital in enabling students to make the most out of their learning opportunities and thus prepare them for the demand of their adult life.

As a school we will do all that we can to make sure the attendance for all students is outstanding. To this purpose, we give high priority to conveying to parents and students the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and punctuality.

## 2. Scope of policy

All students in the First Academy from KG–12 Boys and Girls.

## 3. Purpose

This policy outlines the requirements of FA relating to students Attendances and Truancy.

## 4. Definition

An attendance and Truancy policy is a document that tells parents and students exactly how various issues such as lateness, absence, early outs and different types of leave will be handled.

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## 5. Roles and Responsibilities

The Whole School Attendance Policy at FA is based on the principles of:

- Providing a full and effective education for all our students to ensure they achieve their potential in all that they do.
- Believing that all students benefit from the education we provide and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all students attend regularly and that any problems that impede this are identified and acted upon as soon as possible.

### **We expect that all students will:**

1. Attend school regularly at a percentage of at least 95%.
2. Arrive on time (7:25 am), appropriately dressed in school uniform and prepared for the school day.
3. Through our effective system, tell a member of staff (reception / students supervisor) about any problem which is making it hard for them to attend school regularly.

### **We expect that all parents will:**

1. Place a high priority on attendance and punctuality
2. Ensure their son/daughter attends school every day and ready to learn at 7:25 am
3. Ensure that their child arrives in school appropriately dressed and fully prepared for the school day
4. Endeavour to keep health and visa appointments out of school hours where possible.
5. Take holidays during designated holiday time.

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6. Ensure that they contact the school reception or student's supervisor on the first day of absence before 07.45am whenever their child is unable to attend school.
7. A medical certificate must be provided to the main reception/students supervisors if absence is for more than one day.
8. Provide the school with up-to-date home, work and emergency telephone numbers and email addresses.
9. Inform the school in confidence about any problem which might affect their son's/daughter's attendance or behaviour.
10. Work with the school to improve attendance.
11. be punctual at home time:
  - For KG1 & KG2 1.00pm (Sunday- Thursday).
  - For Grade 1 -12 (boys and girls) 2.00pm (Sunday-Wednesday) and 1.00pm (Thursday)
12. Complete a leave of absence form in advance of any unavoidable term time absence (see appendix 1)

**Parents can expect that the school will promote good attendance by:**

1. Accurately completing attendance registers within 10 minutes of the start of the second lesson.
2. Teachers and supervisors monitoring the weekly attendance for their classes.
3. Following up absence on the first day; a first day absence telephone call, email or text message will be made if a student is absent without prior authorisation by the student's supervisor.
4. Longer term absence will be referred by the teacher to the respective head of department and student's supervisor.
5. Recording attendance on students' reports and target sheets.
6. Collecting data on attendance for the whole school and by year group and making this available to staff, MOE and parents on request.

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7. Deal discretely and properly with any problem notified to the school by the parent about lateness and absent.

8. Positively encourage students to attend school regularly and challenge students who do not attend school regularly or are consistently late.

## 6. Procedures:

### Attendance procedures

#### Responding to Non-Attendance

When a student fails to attend school without a satisfactory explanation:

1. The student's supervisor will contact the parent on the first day of absence at the beginning of day one of absence.
2. After two consecutive days of absence, if no response has been received from the parents, students' supervisors will inform the Head of section supervisors.
3. On day three of absence, without parental response, the Head of sections supervisors will contact the parents by email.
4. Any further consecutive absence will be referred to the head of section /Vice Principal.
5. Heads of section supervisors analyse monthly absence data, referring concerns to the head of section /Vice Principal as a standing line management item.
6. If a student is absent for 20 consecutive days of absence without communication from parents, students will be referred to Principal to be removed from school register.
7. For more than 25 days of unjustified or unapproved absence in an academic year, a student could be asked to re-sit the year in full.

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### Criteria Request for Pupil Leave:

1. Requests for pupil leave outside of school holidays must be submitted in writing via completion of the Application for Pupil Leave form (appendix 2) to the FA Absence team.
2. Admin section members allocated to each phase will then make a decision on the absence.

3. Decisions are made on a 'case by case' basis. However, they will follow the below guidelines:

If attendance is greater than 95%:

Consideration given

- Emergency health reasons
- Religious holidays
- Close Family Weddings
- Leaving the school due to moving to another
- Family holidays
- Travelling
- Family visits
- Any other reason

4. The Application for Pupil Leave form will be shared with the FA absence team to maintain consistency of communication and cross phase parity.

5. Parents will be informed of the outcome of the request by email/ phone call (appendix 2) which will be sent by the FA student supervisors.

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## **Tuancy procedures**

1. A student is late if he arrives to morning assembly after 7:30 am.
2. If the student arrives after morning assembly (later than 7.45 am) then they must sign in at reception and receive a late mark and a late slip.
3. If a student arrives late to a lesson, the class teacher/ section supervisor must ask to see the late slip.
4. Students supervisor must keep a record of students who have been late and follow the punctuality procedure below. Minutes late and reason are recorded.
5. In Primary if students are late more than 5 times in a half term, the students supervisor will email/phone call the student's parents for explanations to explain poor punctuality. In Secondary, if students are late more than 3 times in a half term, in the student's supervisor will email/phone call the student's parents for explanations to explain poor punctuality.
6. If punctuality does not improve the Head of section supervisors /Vice Principal will meet with parents and students in a Face-to-Face meeting to arrange a support plan that could include an attendance report, a student/teacher mentor or another supportive resolution appropriate for the situation.

## **Arrangements for the collection of late students**

- KG1 & KG2 - parents will collect students from late room at 1:15 pm.
- Grade 1-3 - any students who are not picked-up on time will be taken to the late room. Records will be kept for the head of section supervisors.
- Grade 4-12- parents are to collect students from:
  - The reception of boy's section (grade 4-12).
  - The lateness room in girls' section (grade 1-12).

Students cannot use the main reception.

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### **Late pickups procedure:**

1. Late folder pupil sheet to be completed by late room teacher.
  2. Parents to collect children from late room / area and to sign them out.
  3. On the third occasion of late pick-up the following procedure will be followed:
    - 3 late - meeting with supervisor and email notification (appendix 3)
    - 6 late – meeting with head of supervisors and email notification (appendix 3)
    - 9 late – meeting with head of section/ VP and email notification (appendix 3)
    - 12 late – meeting with principal and email notification (appendix 3)
- Persistent late will be referred to the Head of section supervisors who will invite parents in for a meeting to discuss the issue. Any further concerns regarding lateness of individual children will be passed to the Head of section /Vice Principal.

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## 7. Attachments and Related Material

### Appendix 1 – Application for Pupil Leave form

#### Application for Pupil Leave of Absence from School during Term Time

Please note: taking your child out of school during term time could be detrimental to your child's educational progress.

#### TO BE FILLED IN PRIOR TO A KNOWN ABSENCE TAKING PLACE

Name		
Class		
Name(s) of brothers also requesting leave:	Name: 1- 2- 3-	Class: 1- 2- 3-
Dates student absent from school:		
Reason for intended absence:		
I/we would formally like to request the leave of absence as shown above.		
Parent Name		
Signature		

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Date					
Current attendance % (To be completed by student supervisor)	Child (1)	Child (2)	Child (3)	Child (4)	
The Head of section will consider your request for leave of absence using the following guidelines: 1. The child's previous attendance history. 2. The child's stage of education – leave will not be approved during examination time. 3. The circumstances for the request of leave.					
Absence authorised? (please circle)	Yes		No		
Signed HOS		Signed SS		Date	

## Appendix 2 – Request for Leave Email Response Format

(To be sent to parents following approved leave outcome)
Dear Parent,  I am writing to inform you that your request for your child (insert child's name here) to leave during term time has been approved for one of the following reason(s):  - Your child's attendance is currently 95% or above. - Your child's attendance is below 95% however, you have exceptional circumstances that have been taken into consideration.

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Please note that taking your child out of school during term time will affect your child's progress.

Kind regards,

**(To be sent to parents following declined leave outcome)**

Dear Parent,

I am writing to inform you that your request for your child (insert child's name here) to leave during term time has been declined for one of the following reasons(s):

- Your child's attendance is currently below 95%.
- The school does not authorise any requests for leave during term time for family holidays, birthdays, travel or family visits.

Please note that taking your child out of school during term time will affect your child's progress.

Kind regards,

**Appendix 3 – Late Collection Notification format**

**(To be sent to parents from Student Supervisor following three late collections)**

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school three times this term. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- For KG1 & KG2 1.00pm (Sunday- Thursday).

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- For Grade 1 -12 (boys and girls) 2.00pm (Sunday-Wednesday) and 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,

**(To be sent to parents from Head of Supervisors following six late collections)**

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school six times this term. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- For KG1 & KG2 1.00pm (Sunday- Thursday).
- For Grade 1 -12 (boys and girls) 2.00pm (Sunday-Wednesday) and 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,

**(To be sent to parents from Head of Section/ VP following nine late collections)**

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school nine times this term. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

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- For KG1 & KG2 1.00pm (Sunday- Thursday).
- For Grade 1 -12 (boys and girls) 2.00pm (Sunday-Wednesday) and 1.00pm (Thursday)

Please let me know when you are available to meet.

Kind regards,

**(To be sent to parents from the Principal following twelve late collections)**

Dear Parent,

I am writing to inform you that your child (insert child's name here) has been collected late from school twelve times this term. I would therefore like to meet to discuss this with you.

Our collection times are as follows:

- For KG1 & KG2 1.00pm (Sunday- Thursday).
- For Grade 1 -12 (boys and girls) 2.00pm (Sunday-Wednesday) and 1.00pm (Thursday)

Please let me know when you are available to meet.

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