



GEMS

مدرسة جيمس وينشستر الخاصة – الفجيرة

Winchester Private School

FUJAIRAH



GEMS Winchester School, Fujairah Attendance Policy

This policy has been produced for GEMS Winchester School (Fujairah). When 'The School' is referred to in this policy it is solely GEMS Winchester School (WSF) that is being referred to.

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Policy Holder	Yusuf Bhana
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EDUCATION

Purpose	3
Aims	3
Procedures	3
Monitoring of Attendance in Normal Circumstances	3
Promoting regular attendance	4
Timings	
Absence Procedures	5
Punctuality	6
Holidays in Term	7
Responsibilities	7

Purpose

At GEMS Winchester 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 WSF 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.

Aims

Through this policy we aim to:

Ensure the School's attendance is above 96%

Outline the procedures for recording attendance data

Outline the steps the School will take to promote positive attendance and punctuality.

Outline absence procedures for parents to follow.

Procedures

Monitoring of Attendance in Normal Circumstances

Pupils' attendance is monitored through our registration system. Teachers register pupils during the first period in the primary section and at the start of each lesson in the secondary school. To ensure that the attendance of pupils remains high on the School's agenda, attendance figures are shared weekly with Grade Leaders and discussed at SLT meetings. The attendance data is discussed at Executive Leadership Team 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 attendance data further informs strategic decision making. Local Advisory Board Members receive a report on the termly School attendance figures.

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 and CARERS: Parents and Carers are fully responsible for ensuring the highest levels of attendance possible. They are required to inform the School by 7.30 am 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 School 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 and GRADE LEADERS: Form Tutors and class teachers are responsible for encouraging pupils to attend the School daily and ensuring they have a high readiness for learning. Grade leaders will receive a weekly report from the data team and will use the data to notify the pupils relations executive (PRE) of students that of concern. Form tutors will receive a weekly report of the attendance and will notify parents of concerns during parent-tutor communications. Additionally they will work with the form tutor/class teacher to follow-up on unexplained absences.

DATA TEAM: The data team will have oversight of the data sharing process and ensure that the appropriate data is shared with the appropriate teams within the appropriate time frame. The data team will provide weekly attendance reports to grade leaders and form tutors. They will also report data figures and trends to the SLT data team as part of their regular data reporting agenda.

ADMINISTRATIVE ASSISTANTS/PRE: Will update the attendance register when upon awareness of a student absence. Administrative assistants expect to be notified by the parent directly, or by a member of staff (eg form tutor or bus guardian)

In the Primary and EYFS section, the class teacher will update the attendance register directly with a suitable code.

Absences authorised by parents should be entered using the appropriate code into the register by 9.00 am each day. Between 9.00am and 10.30am the administrative assistants will aim to make contact with the parents of students who are absent without explanation, communication will be by phone or email. The reason for the absence will then be updated onto the register with the appropriate code by 10.30am each day.

SLT: Monitor and track patterns of attendance through regular reports.

Timings

7.30 am Parents inform Administrative assistants/Pupil relations executive about their child's absence

7.40 am Bus guardians inform administrative assistance of bus student absences

7.30-9.00 am Administrative assistants update attendance register with correct codes for absent students

7.40-8.00 am Form Tutors/Class teachers complete absence register

Absence Procedures

If a pupil is absent a parent/carer must:

Contact the School as soon as possible on the first day of absence via email at

attendance_WSF@gemsedu.com

Provide evidence of the illness/ reasons for absence to be recorded on school system

Send a note into school on the first day they return with an explanation of the absence

Provide a doctor's note if they are ill for 3 days or more.

Registration procedures:

Staff register pupils' attendance via the school register every morning by 8am and every lesson thereafter in the secondary school. In the event that the attendance register is not functioning, staff should arrange for a paper register to be delivered to reception by 8.00am.

Staff removing pupils from classes for events will let the Grade Leader and Administrative Assistants.

Where circumstances occasionally mean a pupil is removed for an impromptu educational reason, staff will inform the Grade Leader and the administration team know immediately to ensure the pupil receives a registration mark.

Contact Details:

As there are times when we need to contact parents about School matters, including absence, it is therefore important to have accurate contact details at all times. Parents are encouraged to ensure we have up to date numbers and email address.

Punctuality

Poor punctuality is not acceptable. If a pupil is late during the start of the day they miss out on learning and important information. Late arriving pupils also disrupt lessons and the learning of others. Detentions may be set for persistent lateness and pupils who are late to lessons without a note or a valid excuse.

How we manage lateness:

Lessons start at 7.40am and we expect pupils to be in their class or take part in assembly where registration will take place and students will participate in the National Anthem. If a pupil is persistently late the grade leader will be notified and appropriate action will be taken to support the student with time management or sanction the student with a detention. If a pupil has an accumulation of persistent lateness parents will be asked to meet with the Head of School.

Attendance and Punctuality recording

Teachers and administration staff will record and track attendance and punctuality on Phoenix.

Holidays in Term Time:

Taking holidays in term time will affect a pupil's education as much as any other absence. 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/Head of School who will inform them whether or not the leave of absence is granted.

Responsibilities

The people responsible for attendance and punctuality are as follows:

Name	Role
Class teacher (Primary and EYFS)	Updates register as first point of contact. Send a Class Dojo message if the absence is not communicated on the day. Investigates unexplained absences each day. Track low absenteeism and poor punctuality weekly with a parent follow up for students of concern.
Form Tutor (Secondary)	Investigates unexplained absences and reports to parents through parent pulse calls. Track low absenteeism and poor punctuality weekly with a parent follow up for students of concern.
Grade Leader	Investigates unexplained absences at the end of each week. Analyses trends in absences and provides support to students that are of concern.
Pupil	Getting to school on time and taking responsibility for time management.
Parent/Carer	Reporting absence and following up with required documentation. Ensuring their child arrives at School on time.
Administrative Assistants/ Pupils Relations Executive	Logging authorised absences and chasing unauthorised absences in secondary.
Data Team	Provides data to appropriate teams and regular attendance reports to the SLT Data Team.

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 Senior Leadership Team.