



NADEEN
SCHOOL
BAHRAIN

Attendance and Punctuality Policy

Vision and Mission

We are a child-centred, inclusive and diverse family with a shared love of learning. Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

Attendance and Punctuality Policy

Attendance and Punctuality Statement

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential. The attendance pattern for all children is monitored by the leadership team and class teacher, and the school seeks to work actively with parents to ensure a regular pattern is maintained.

We expect all children on roll to attend every day when the school is in session as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

The prime benefit derived from regular attendance is continuity and progression in learning.

Poor attendance and punctuality can seriously affect each child's:

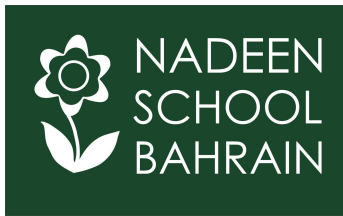
- Attainment in school.
- Relationships with other children and their ability to form lasting friendships.
- Confidence to attempt new work and work alongside others.

Whilst in general each child's attendance and punctuality can be summarised as below, (within an academic year):

- 96%+ Excellent
- 92-95% - Good
- 88-91 - Average
- 85- 87% - Poor
- Below 85% - Unacceptable

We recognise that this needs to be considered on an individual basis according to exceptional circumstances that will be supported by the school team.

At Nadeen School, we believe that early intervention is essential. The school team will work closely to support the family to ensure that attendance and punctuality improves. There is ongoing dialogue between the school team and with parents. Families are actively encouraged to keep the school fully informed of any matters that may affect their child's attendance. The senior leadership team or phase leaders will work closely with the families should a concern arise.



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Arrival and Registration

- The school gates open at 7.35 am, at which time all children may enter the school and go directly to their classroom.
- Class teachers' take attendance at 8.00 am daily.
- School Admin. mark attendance from that point onwards – from the main gate up to 8.30 am or from the main office thereafter – teachers do NOT mark attendance after 8.05 am.
- Children leaving school early MUST be brought to the office to sign out.

Sick Days

When a child is unwell, parents are requested to contact the class teacher or school office on the first day of absence informing the school of the reason for absence. Register with a comment in the notes sections.

For more than three days of sickness the school requires a written or verbal explanation of why the child was sick.

Absent Days

Authorised Absence days may occur due to family emergency, religious observance, attending medical or other important appointments.

Unauthorised Absence may include family holidays during school time and repeated non-attendance. Permission must be obtained from the senior leadership team (SLT) and the Ministry of Education where necessary (as per article 8, decree number 27, 2005).

In either case, the SLT must be informed of absences in the classroom, and the class teacher will request a meeting with the parents if necessary.

Formal Notice to Parents

Teachers must meet with their phase leader or SLT with any concerns they may have regarding a child's punctuality, sickness, or absence before talking with the parents.

Parents are expected to meet with the phase leader or SLT if a child's attendance falls below 85%.

Roles and Responsibilities

Senior leadership team or phase leader

- Operational management of the policy with SLT and the school team.
- Monitor pupil attendance and punctuality regularly and respond in line with this policy.
- Analyse trends in attendance and punctuality data and explore reasons to identify where support may be needed.
- Work with class teachers to support students and families with emerging attendance and punctuality concerns.

Class teachers

- Take attendance at the start of morning.
- Alert the phase leader or SLT of any children who demonstrate an unsettled pattern or a change in attendance or punctuality
- Encourage regular punctual attendance
- Include attendance and punctuality data in written reports.
- Will support students and families with emerging attendance and punctuality concerns.

Office Administration

- Inform class teachers of any reported sick/late/absences.
- Take attendance from 8.00 am onwards.
- Keep the school fully informed on all matters that might affect attendance e.g. sickness outbreaks, traffic delays etc.
- From 8.30 am, contact families to find reasons for any unexplained absences and pass any relevant information to the class teacher so they can offer support, where needed.

Family Responsibility

- To ensure that students attend school punctually.
- Inform the class teacher and the school administration any reason for non-attendance or lateness.

School Governing Body

All policies developed by Nadeen School to ensure the effective leadership of school business are presented to the school governing body for discussion and approval. The policies are formally adopted by the governors for implementation by the school management. Policies are reviewed periodically, usually every 2-4 years depending upon the nature of the policy, changes in the school approach or the impact of regulatory change.

Standard operating procedures relating to the effective execution of the policy are developed by the school management and are implemented as part of the standard function of the school and do not require governor ratification.

Review:

Written by:	Benjamin Humphreys
Draft Date:	April 2022
Reviewed by:	Paul Walton
Approved by the Board of Governors:	Shanee Puri
Indicative Review Date:	April 2026

Appendix

ARRIVAL AT or AFTER 8.00am PROTOCOL:

1. All class registers are taken between 8.00-8.05am. Please see below for the full attendance code
2. Parents are requested to inform the class teacher prior to 8.00am via **email** or **Class DoJo** if their child is going to be SICK (due to illness), ABSENT (for any reason), or LATE

(due to an appointment, car difficulties, or other matter)

3. If children arrive at or after 8.00am parents must check in with school staff at the main gate who will sign the child in to the school attendance program. The student will be given a late slip to hand to the teacher proving that their child has been registered on to the system
 - a. In the event that the class has moved elsewhere (PE) the child will walk directly to the front office and be delivered to their lesson by a member of the office team.
Children are not permitted to be alone in the classroom under any circumstances
1. If children arrive from 8.30am onwards parents must check in with the school office. A member of the school administration will take the child to class. This is to ensure that the children are delivered directly to their teacher
 - a. For children who arrive via school bus the staff bus monitor will assist the children in going to the office for registration
2. **MINISTRY DIRECTIVE:** From 8.25am all families of children who are not marked as PRESENT, LATE, EXPECTED LATE, SICK, or ABSENT will be called by the school administration
 - a. The school administration must call both guardians (where applicable) at least twice in order to make contact. If this is not successful the school administration will email both guardians (where applicable) to enquire as to the student's whereabouts, copying the class teacher on the email
 - b. Parents of any student still marked as TBC at the end of the day must be contacted by and/or follow-through by the class teacher