



SHERBORNE QATAR  
SCHOOL FOR GIRLS

# Attendance Policy

<b>Policy Owner:</b>	<b>Deputy Head Seniors Pastoral</b>
<b>Policy Agreed on:</b>	<b>1<sup>st</sup> September 2024</b>
<b>Policy to be reviewed on:</b>	<b>30<sup>th</sup> June 2025</b>

**Document control table:**

<b>Status</b>	Live Document
<b>Policy Owner</b>	Deputy Head Seniors Pastoral
<b>Statutory/Recommended</b>	Statutory
<b>Date Approved</b>	
<b>Review Period</b>	1 Year
<b>Latest Review Date</b>	
<b>Next Review Date</b>	
<b>Linked Documents and Policies</b>	<ol style="list-style-type: none"><li>1. Culture and Ethos Policy</li><li>2. ICT Acceptable (years 1-3 and Years 4-12)</li><li>3. Home-School Agreement</li><li>4. Safeguarding and Child Protection Policy</li></ol>

<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Author</b>
1.0	1 <sup>st</sup> Sept 2024	Whole document update; content and format.	Munazza Mukhtar

**Important Information:**

1 – The English document should be seen as the correct and true original version.

2-Once this document is downloaded or printed it is an uncontrolled document. Please refer to the school website for the up-to-date correct version.

3 -Sherborne Qatar School for Girls reserves the right to amend and update this policy at any time.

## **ATTENDANCE POLICY**

At Sherborne Qatar School for Girls, we believe that school attendance is a primary factor of academic success; consistent attendance is critical to this success. In line with the Ministry of Education and Higher Education's policy, we expect all of our pupils to have a minimum of 90% attendance over the academic year. Whilst we are aware of certain circumstances and situations that may mean your daughter cannot attend school, we encourage all parents to ensure they have communicated this to school and have the appropriate evidence to submit for absences to be authorised. The aim of this policy is try and ensure that all pupils are given the best possible opportunity to progress in their studies and overall education by being in school every day.

All pupils must be entered on the admission register and attendance registered from the beginning of the first day on which the pupil will attend the school. Attendance is registered on the school's Management Information System: iSAMS.

If a pupil fails to attend on the agreed or notified date, we must establish the reason for the absence and mark the attendance register accordingly. We have put in place appropriate safeguarding responses for children who may go missing from school, particularly on repeat occasions. Serious concern must be raised if a child is absent for a period of two days without any parental notice.

Emergency contact numbers for each child (usually 2) are held by the school (in iSAMS) and all staff have access to these. It is expected that emergency contact numbers will be provided and updated by the parent with whom the pupil normally resides on an annual basis or beforehand should the family move house.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated with the DSL's in the school

The attendance register should be taken at the start of every day. On each occasion staff must record whether every pupil is:

- Present
- Attending an approved educational activity
- Absent; or,
- Unable to attend due to exceptional circumstances.

Staff should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- and,

- Identify the correct code to use before entering it on to the school's electronic registers (see staff handbook)

Authorised absence means that the school has either given approval *in advance* for a pupil to be absent, or has accepted an explanation offered afterwards as justification for the absence.

Please note that our target attendance is minimum 90% and this is in line with the Ministry of Education's requirements for pupils attending Qatari Private Schools.

Attendance will be monitored closely by Form Teachers, Heads of Year and SLT. Weekly and half termly letters will be sent to parents with the attendance summary, via email (see Appendix 1).

Attendance will also be recorded on each school report including the following data:

% Attendance and in Days out of Total

% Authorised absence and Days out of total/no of hours and minutes of academic time lost

% Unauthorised absence and days out of total/ no of hours and minutes of academic time lost

% Early exit from school/ and days out of total/ no of hours and minutes of academic time lost

Please note that we expect all pupils to be in school from the start of the school day until the end of the school day. If pupils are consistently late to school or are being collected by parents before the end of the school day, this will have a detrimental effect on pupils learning as well as social skills and could negatively impact behaviour too.

Therefore, the following will be applied to lates and early leave.

**5 occasions of late to school** (arrival after 07.10 Prep and Seniors, after 07.20 EYFS-Year 2) **or early leaves** (anything before the end of the school day) will result in **1-day unauthorised absence**.

Allowing for periodic illness and any authorised absence, form teachers will send an initial letter to the parents of any pupil whose number of absences is reaching a concern. We would hope that this will be sufficient but, for those pupils whose attendance does not improve, there will be further periodic letters as shown in the table below, which will escalate in seriousness and which will also be logged with the Ministry of Education.

Any pupil whose attendance is of concern and/or is below the 90% target for unauthorised reasons will receive a series of warning letters, which will state that if the pupils' attendance

continues to drop below the target then their place in the school will be withdrawn for the next academic year. The process resulting in a revoked school place are outlined below.

Summary letters will be sent on a weekly and half-termly basis to all parents in order to keep you informed of your daughter's attendance.

<p>The process below will be followed for any pupils whose number of <b>unauthorised</b> absences exceeds 5 days. Authorised absences will be monitored by form tutors and Heads of Year and parents may be asked to attend a meeting to discuss the <b>authorised</b> absences where they are considered a cause for concern and having a possible impact on academic attainment and pupil wellbeing.</p>		
<p>If a pupil has had between 5-10 days unauthorised absence</p>	<p>Meeting with <b>form tutor</b> should take place by the 10<sup>th</sup> absent day.</p>	<p>Meeting notes signed by parent with agreed action points</p>
<p>If a pupil has had between 11-15 days unauthorised absence</p>	<p>Meeting with <b>Head of Year</b> should take place before the 15<sup>th</sup> absent day.</p>	<p><b>Review of actions already agreed with form tutor</b></p> <p><b>Next steps agreed</b></p> <p>Meeting notes signed by parent with updated agreed action points</p>
<p>If a pupil has had between 16-20 days unauthorised absence.</p> <p><b>18 days absence will result in less than 90% attendance</b></p>	<p>Meeting with <b>Head of Year and Deputy Head</b> should take place before the 20<sup>th</sup> absent day</p>	<p><b>Review of actions already agreed with HOY</b></p> <p><b>Next steps agreed</b></p> <p><b>First warning letter signed by parents as the pupil has now failed to reach the minimum 90% as set by the MOEHE and QSFG</b></p>
<p>If a pupil has had between 21-25 days unauthorised absence</p>	<p>Meeting with <b>Deputy Head</b> should take place immediately</p>	<p><b>Review of actions already agreed</b></p> <p><b>Second warning letter signed by parents with intention of revoking school place if further absences take place</b></p>
<p>Any further unauthorised absence past day 25</p>	<p>Meeting with <b>Deputy Head Pastoral and Headmistress</b> should take place immediately</p>	<p><b>Third warning letter issued with revoking of school place</b></p>

Parents will be regularly reminded that whenever a child is absent an email should be sent to the Form Teacher with an explanation for the absence so that the correct entry can be made in the Register.

Please note that all applications for leave of absence should be made, in writing and in advance, to the relevant Deputy Head. Applications are judged on a case-by-case basis and parents will be notified of the decision. Parents must also be informed that making an application does not guarantee that any absence will be an authorised absence and understand that leave will normally only be granted in exceptional circumstances.

***In all cases of absence whether authorised or unauthorised, all absences will still be taken into account when calculating attendance for the academic year.***

**Daily pupil attendance follow up**

<b>Absent pupil by 07.30 (daily)</b>	Absence email sent by Reception by 8.00am at the latest for safeguarding reasons.	This email will always be sent unless a parent has already been given approval by the school of a pre-arranged absence.
<b>Day 1 of absence</b>	Form tutor to message parent on Dojo for reason and possible return date to school if the absence will be longer than one day.	Form tutor will log the response on iSAMS with the attendance mark changed to the correct code.
<b>Day 2 of absence</b>	Form tutor to phone parent if no reply from day 1.	This will be logged on iSAMS.
<b>Day 3 of absence</b>	Head of Year to phone parent if no reply from day 1 or day 2.	This will be logged on iSAMS
<b>1 week of absence</b>	Deputy Head to be alerted, who will contact home via phone call and email if there has been no communication from home so far.	This will be logged on iSAMS

**Pupils arriving early:**

The school gates open at 06.15 for pupils who may arrive early and provision will be made for supervision of the pupils from 06.15. The School is not responsible for the safety of pupils who arrive before 06.15 when the school gates are closed.

Pupils from Preschool -Year 2 are supervised in the small canteen and years 3-12 are supervised in the large canteen. On arrival to school, all pupils must sign in with the staff at Reception.

All pupils are expected to be in school by 07.00 Years 1-12 and by 07.20 for Preschool and Reception.

Pupils should not be on site outside of school hours. The School cannot be responsible for pupils who have left the school building, with their parent/carer (identified by their white parent lanyard) at the end of the school day.

In the event of a pupil not being collected on time at the end of the school day, a member of staff will always be on site to supervise the pupil until collected.

The following steps will be taken:

- Parents will be contacted by telephone by the member of staff on duty
- If parents are not reached, the emergency contact will be called.
- If the emergency contact is not reachable, the Headmistress will be informed to decide next steps.

Late pick-ups (after 14.00 or after 2.50 after enrichment clubs) will be logged on iSAMS and if this is a repeated occurrence, the parents will be asked to meet SLT to discuss supportive steps to ensure the pupil is collected on time every day.

## **Appendix 1:**

Weekly and half termly attendance summary email example.

Date				
<b>[PLEASE NOTE THAT THIS IS AN AUTOMATICALLY GENERATED EMAIL, RELATED TO YOUR CHILD]</b>				
Dear Parents, <b>Attendance and Punctuality Summary</b> – Pupil name and year group				
We share with you this automated email which is sent to all parents every week. Please review your child's attendance while considering the <b>Qatar Ministry of Education and Higher Education expectation of 90%</b> . A punctuality count (showing late arrival to school) is also provided for your review and consideration.				
<table border="1"><tr><td><b>2023-24 Attendance Percentage</b></td></tr><tr><td><b>0.00%</b></td></tr><tr><td><b>Term 1 Attendance Percentage</b></td></tr><tr><td><b>0.00%</b></td></tr></table>	<b>2023-24 Attendance Percentage</b>	<b>0.00%</b>	<b>Term 1 Attendance Percentage</b>	<b>0.00%</b>
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<b>2023-24 Late Arrival to School Punctuality Count</b>				
<b>0 times out of 0</b>				
<b>Term 1 Late Arrival to School Punctuality Count</b>				
<b>0 times out of 0</b>				
We thank you in advance of your continued support concerning your child's attendance and punctuality. We are required to share our records with the Ministry of Education and Higher Education. A low attendance and high late arrival to school count are likely to have a negative impact upon your child's academic progress and attainment. Associated concern may impact examination results, along with the likelihood of not meeting requirements to secure the Al Thanawiyah (if applicable). Should the rate of attendance and/or punctuality fall below expectations, this may result in further support and intervention being offered, along with a formal parents' meeting request to resolve any concerns.				
Kind Regards				



## Appendix 2:

Possible reasons for authorised absence

(at the discretion of the Deputy Head /Headmistress)

Please note: If you have a reason for absence not listed below, that you feel should be authorised, please contact the school with the relevant evidence to discuss the matter with the Head of Year or Deputy Head.

***In all cases of absence whether authorised or unauthorised, all absences will still be taken into account when calculating attendance for the academic year.***

Authorised absences will be at the discretion of the school and will be taken into account when reviewing the pupils overall attendance and any effect on academic attainment.

Unauthorised absences will be used to determine the overall commitment to the school of the pupil and parent and therefore, will be followed up by the steps outlined in the policy above.

<b>Possible reasons for authorised pupil absences</b>	
Pupil illness	Upon submission of sick leave from medical centre/hospital for the duration of the absence
Pupil medical appointments	In the case of Hamad and Sidra appointments only – upon submission of medical leave from the hospital. Pupils should be in school before and after the appointment time. All other medical appointments should take place out of school hours
Pre-arranged family event	eg sibling graduation – evidence should be submitted
Bereavement	Please notify the school as soon as possible in such circumstances. Support from the school counsellor can be arranged
Traffic/family issues	In the case of pupils arriving late to school – parents should email the form tutor and Head of Year. Approval will be upon discretion of the Head of Year.
Medical treatment abroad for family member*	In the case of direct family members only eg parent/sibling upon submission of evidence According to the MOE’s guidelines; pupils’ authorised absence should not exceed one term. Pupils must be physically present in school to conduct mid/end of term assessments and exams. The school will not be able to provide an end of term/year school report for pupils who have not physically attended for their exams and submitted the necessary assignments to their teachers.
Pre-arranged travel due to religious reasons*	Umrah or Hajj –maximum number of days absence may specified by the school

Pre-arranged family holiday*	Approval will only be in exceptional circumstances which have been pre-arranged and discussed with the school. A maximum number of days may be specified.
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\* Year 10, 11 and 12 pupils must take into consideration the dates for external iGCSE, AS and A level examinations before planning absences. The school will not accept any responsibility for missed examinations and the subsequent consequences of missed examinations.

The dates for the examinations are set by the exam boards and can occur during October/November, January, and April-June of the academic year. Further details of dates can be requested from the exams officer.

Parents and pupils are requested to notify and discuss with the school any absences which could impact examination results.