

**Nurture ~ Believe ~ Discover ~ Achieve**

### Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

### **Attendance Policy 2024 - 2025**

## Attendance Policy 2024 - 2025

### Safa Community School

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## **1.0 Introduction**

Safa Community School believes regular attendance is essential to the progress and achievement of the student and shall be strongly encouraged by the Principal and staff. Safa Community School will require a satisfactory explanation from the parents or guardians, either in person or by written note, of any student absence. Absences may be authorised or unauthorised.

Parents of students who plan to miss several days are required to notify the teachers and the office before the anticipated absence and fill in a leave of absence form.

Attendance will be monitored and recorded daily in Safa Community School's iSAMS system, and summary statistics reported to parents at regular stages in the school year. Students with absences of more than 10% of the class time during a term may be subject to further action by the school or higher authority.

## **2.0 Responsibilities**

- The Principal is responsible for ensuring the Attendance policy and procedures are implemented by the attendance officer and monitored in school and that every member of the staff is aware of the contents of the policy.
- School staff are responsible for implementing the Attendance policy on a day to day basis, and for ensuring correct procedure is followed.
- Parents are responsible for enabling and encouraging regular attendance and for notifying the school of any absence by a student, either retrospectively or in advance, as appropriate to the absence.

## **3.0 Attendance Information**

The school week runs from Monday through Friday. Please note timings in this document are subject to change, with notification.

### **3.1 Punctuality/ Lateness**

The school gates are open at 7:05 a.m. for students. Students are expected to be in class for registration/ first lesson at the scheduled start time for their phase. Registration/ Lesson 1 times are listed below for each phase:

<b>Year Group</b>	<b>Monday - Thursday</b>	<b>Friday</b>
FS1	8:20am	8:10am
FS2	8:10am	8:00am
1-2	8:00am	7:40am
3-6	7:45am	7:40am
Secondary	7:40am	7:40am

If your child arrives at school after their registration time, they must report to the main school reception (FS and Primary) and the Secondary school receptions (Secondary & Hope). At this time students will be given a late sticker and a member of staff will mark them as present on the school system. A student will not be allowed into their lessons after the registration period without a late sticker.

Punctuality shows respect for others, classmates and teachers. Tardiness affects not only the student who is late, but disrupts the entire group. Parents are requested to emphasize the importance of being on time with their child. Repeated lateness can result in detention or loss of free time at school as a consequence.

### **3.2 Absences**

Students are encouraged to be present regularly throughout the year to fully participate in the academic programme. Extended holidays and vacations interrupt and impact the student's educational progress and routine. All students are expected to abide by the school schedule and attend school on the days before and after vacations.

Parents are expected to inform the school when their child is absent from, or will be late to, school either by email or telephone prior to the start of the school day. Attendance and student participation in learning activities is important, so parents are urged to schedule medical, dental and other appointments after school hours or during vacations.

### **3.3 Planned Absences Other Than School Holidays**

It is the school's philosophy that attendance at school is of primary importance. However, there are times when an absence is unavoidable. In such cases, the parent is to contact the school in advance whenever possible. Assignments and examinations may not always be available in advance and may have to be completed upon the student's return. Students are responsible for missed class work assigned when out of school for non-holiday reasons.

### **3.4 Illness and Medical Appointments**

When a child is unwell, parents should contact the school before 7.30 a.m. on the first day of absence informing the school of the reason for absence. When a child is absent, the class teacher will record the absence in the register on ISAMS. As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child. If your child is going to be absent for any reason can you please contact the school to inform us.

1. Telephone: 04 3851810
2. [fsabsence@safacommunityschool.com](mailto:fsabsence@safacommunityschool.com) (Foundation Stage)
3. [absence@safacommunityschool.com](mailto:absence@safacommunityschool.com) (Primary Students)
4. [secondaryabsence@safacommunityschool.com](mailto:secondaryabsence@safacommunityschool.com) (Secondary Students Y7-9))
5. [collegeabsence@safacommunityschool.com](mailto:collegeabsence@safacommunityschool.com) (Secondary Students Y10-13)
  - Every effort should be made to arrange medical appointments outside school hours
  - If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment
  - If your child is absent due to vomiting then they should not return to school for the next 24 hours after the last time the child was sick. This is to reduce the risk of infection to other children and adults at the school.

- For more than three days of absence the school requires a written explanation of why the child was absent. The school office will request this if it is not produced.
- Medical certificates are required for absence greater than 5 days.

### **3.5 Family Holidays/ Absence During Term Time**

The school recognises that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents should apply in advance to withdraw pupils from school for a holiday. No more than one period of holiday of no more than five school days in any academic year can be authorised. Holidays are not authorised the week leading up to or the week following a scheduled school holiday.

When an application is made for authorised absence during term time, the attendance officer gives consideration to:

- The age of the child
- The nature of the proposed absence
- The timing of the proposed absence
- The attendance pattern in the present and previous academic years
- Absence will not be authorised where attendance is lower than 95% or where the absence would take attendance below 95%.
- The child's academic progress

Examples of what may constitute exceptional circumstances:

- A short absence to attend a family wedding, or a special family celebration; or to attend a special family reunion; or to attend a special religious/ cultural festival.
- If a parent, due to the nature of their work, cannot possibly take time off during the regular school holidays, then this might constitute an exceptional circumstance. This will need to be evidenced by a letter from the employer.

### **4.0 Monitoring**

The school will comply with the legal requirement to complete attendance registers daily, using the set school procedures. Staff responsible for student registration will follow up reasons for lateness. Ongoing poor punctuality/ absence will involve the pastoral staff, student and parents. The school will also reward the positive aspects of attendance according to its policies of rewards and sanctions.

#### ***4.1 Recording Admissions and Attendance***

Only the school can approve absence, not the parent/guardian. The absence of students without an established reason will be recorded in iSAMS. For unexplained absences, where a parent has not contacted the school by one hour after the student's start time to give a reason for absence, the school will contact the parent. On confirmation of the reason for the absence, an appropriate absence code will be added into their file for monitoring purposes.

Where a student has a low attendance rate, the class or subject teacher will contact parents to support the student's attendance. This is in line with the approach used when maintaining general discipline standards.

#### **4.2 Procedures for Following Up Absences/Lateness**

Safa Community School will employ a variety of strategies to follow up on absences and or lateness (*see appendix 5.0*).

These will include:

- First day home contact for a student who is absent without explanation
- An appropriate sanction such as a detention for a student who is persistently late throughout a week
- A parent meeting for a student who is persistently late or absent

All notes from parents regarding a student's absence will be stored on the student's file after they have been initialled and dated by an appropriate staff member. Safa Community School will promote the importance of attendance and punctuality and the attendance rates will be published on report cards.

Strategies for this will include:

- Monitoring and development of the curriculum to meet the needs of all students
- Collection of attendance statistics to inform pastoral and curriculum practices
- Regular reminders for parents, students and staff on types of absences which are recognised as authorised and unauthorised
- Setting of targets for improvement with students whose attendance falls below expected levels.

#### **4.3 Collection of Attendance Data**

Each term the following data will be collected and analysed in order to assess performance and trends.

- Whole school attendance rates
- Numbers and proportion of persistent absentee students
- Rate of unauthorised absence.

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual students.

#### **4.4 Individual Student Attendance Data**

Throughout the year the following data will be collected and analysed for each student.

- Weekly Attendance Analysis
- Half Termly Comparisons in line with KHDA expectations
- Term Comparisons in line with KHDA expectations
- Whole year comparisons with previous years data

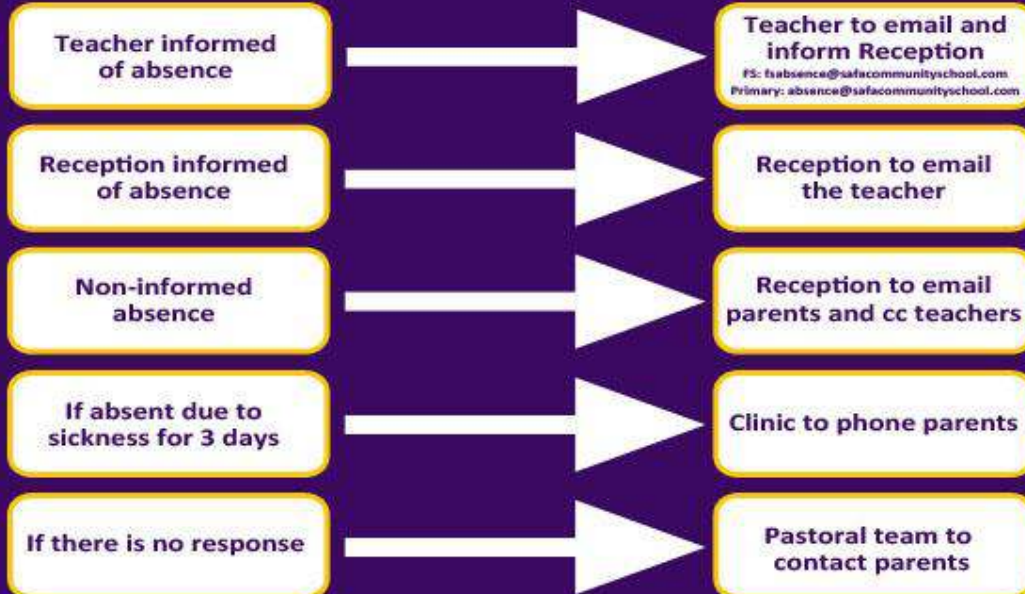
Students that are highlighted as having a low attendance in line with the school and KHDA expectations will be subject to a monitoring process. The school attendance officer will analyse attendance data each half term and will then contact parents accordingly. Students will have the next half term to improve their attendance in order to be removed from the monitoring process. In the event a student's attendance fails to improve further monitoring will take place and any sanctions put in place.



If a student has more than 21 days of absence in the year without a valid excuse, the school reserves the right to not re-enroll the student for the next academic year. The school will call in any parents before a child has reached the maximum number of absences to discuss further.

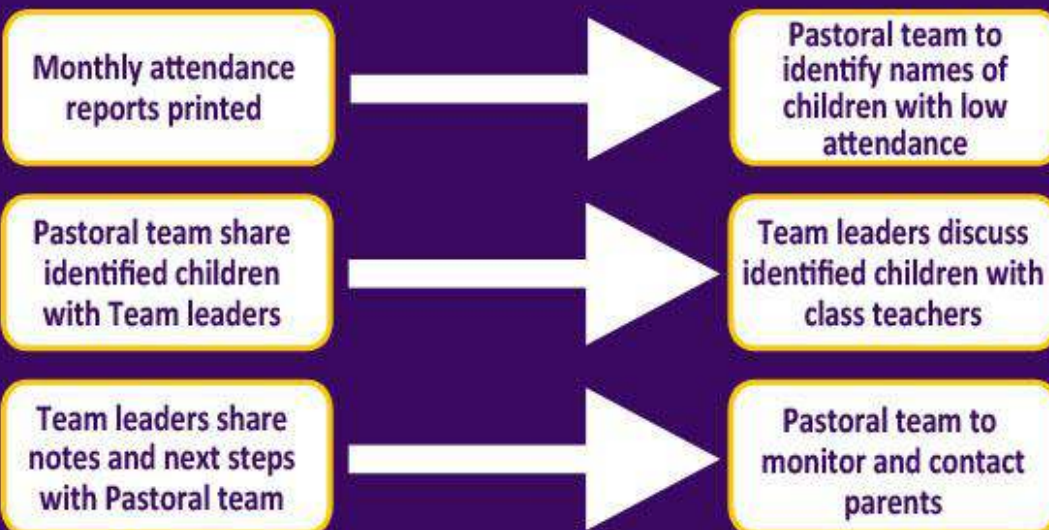
**5.0 Appendix - Absence Procedures and Attendance Monitoring**

## SCS Absence Procedures



FOR LEAVE OF ABSENCE FOR NON MEDICAL OR EXTENDED LEAVE, PARENTS TO CONTACT:  
JEMMA HUDSON (PRIMARY) OR MICHAEL DAVIS (SECONDARY) FOR APPROVAL

## SCS Attendance Monitoring



Next Review Date: June 2025