



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

ATTENDANCE POLICY

POLICY STATEMENT

At DESS (Doha English Speaking School) we pride ourselves on ensuring all children can achieve their full learning potential. By missing out on lessons, children are vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. Therefore, in order to access the full curriculum, and give children the best chance of success, DESS requests that all pupils attend school as close to 100% as is possible, barring legitimate illness. It is essential that parents see themselves as working in partnership with the school in order to emphasise the importance of attendance and punctuality with our students.

When children are absent from school, or arrive late, gaps are created in their education which often result in them finding it difficult to 'catch up' with the learning they have missed. Whilst DESS endeavors to support absent children once they return to school, this cannot be to the detriment of other students within the class therefore lesson materials will not be provided during or following an absence unless under exceptional circumstances and agreed with the class teacher prior to the absence of the child.

PUNCTUALITY

If a child is late each day by just five minutes they will lose the equivalent of 3 full days over the year. Furthermore, arriving 15 minutes late each day is the same as being absent for two weeks of the year; for this reason it is imperative that children are punctual.

Parents should ensure that their child arrives to school on time, in full uniform and ready to learn by 7.20a.m., to ensure a prompt start to the school day. Parents should deliver their child to school via Gate 1 (main gate), Gate 3, Gate 5 or via the Parent Car Park, to the school playground where there will be adult supervision from 7.00a.m. onwards. The whistle is blown for **all** children at 7.20a.m. and registration closes at 7.30a.m. for KS1 and KS2 children and 7.40a.m. for Foundation Stage 1 and Foundation Stage 2.

Teachers are not able to edit the register once it has been closed therefore any children arriving after the register closes will need to collect a late slip from the school office and take it with them to their class teacher. Parents will be informed via the school app if their child has arrived after the register is closed.

Punctuality is closely monitored by all members of staff at DESS. If children are persistently late (three occasions or more over a four week period) parents will receive a letter from the class teacher, which serves as a polite reminder to them to ensure their children arrive to school on time in the future. If punctuality does not improve, parents will be required to attend a meeting with the Deputy Head Teacher or Head Teacher. If punctuality still does not improve, the Governing Body will be informed and could result in the loss of the child's place at DESS.

END OF SCHOOL DAY COLLECTIONS

In order to ease congestion and to allow parents to collect younger siblings, we have a staggered end time to the school day.

	Sunday – Wednesday	Thursday
Foundation Stage One	12.45pm	12.45pm
Foundation Stage Two	1.45pm	12.45pm
Key Stage One	1.55pm	12.55pm
Key Stage Two	2.00pm	1.00pm

We offer a variety of school run Extra Curricular Activities (ECAs) for Key Stage 1 and 2 pupils from 2.15pm until 3.15pm Sunday to Wednesday. Key Stage 2 children who attend school run ECAs remain in the classroom garden until the bell at 2.15pm, at which point they make their way to their respective club. Key Stage 1 children remain in their classroom until collected by the club provider at 2.15pm. If a child has a club that starts later than 2.15pm then they must be supervised by a parent/guardian until the club begins. Parents will be contacted if their child is left unattended during this time. If the child continues to be unsupervised then the private club provider will be contacted and may result in the loss of the child's place within that club.

If not attending an ECA, Key Stage 2 children will be dismissed from the classroom at 2.00pm in order to meet their parents/guardians on the shaded playground. All EYFS and Key Stage 1 children who are not going to a club must be collected from their classroom by a parent or guardian who must have a DESS ID Card (*contact the school office for more information*). If parents wish for their child to be collected by another adult then they must inform the school office in advance. Furthermore, if a parent is going to be late to collect a child they must inform the school office so that a message can be passed to the class teacher.

Key Stage 1 children who are not collected from school by 2.15pm will be taken to the Library (Sun) or the Computing Suite (Mon-Thurs), where they will be registered by a member of staff and supervised until collected. Key Stage 2 children will make their way to these locations independently.

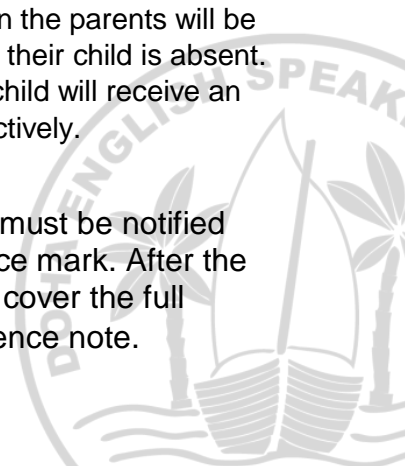
If children are collected late from school on three or more occasions over a four week period, the parents will receive a letter from the SLT. If late collections persist a second letter will be issued and a member of SLT will call the parent to discuss the matter further. Persistent disregard to this can result in the loss of the child's place at school.

INFORMING THE SCHOOL OF ABSENCE

When a child is absent from school, the following process should be followed:

1. The parent can either telephone, email (secretary@dess.org) or speak directly to the School Office on the first day of absence before 8am.
2. If a child is absent and the School Office has not been notified, then the parents will be contacted requesting that they inform the school of the reason why their child is absent. If a parent fails to contact the school on each day of absence, the child will receive an unauthorised absence mark. This mark cannot be altered retrospectively.

If a child is absent from school due to sickness the school office must be notified each day otherwise the child will receive an unauthorised absence mark. After the third day of sickness the school requires a Doctor's certificate to cover the full absent period in order for the child to receive an authorised absence note.



APPOINTMENTS

We ask that all appointments, where possible, are arranged outside of the school day. However, we understand that there may be circumstances in which this is not possible. If an appointment is arranged during school hours parents must provide an Appointment Card showing the date and time of the appointment. If a child is signed out at any point during the day they will receive either an authorised or unauthorised mark depending on the reason for the absence and the documentation provided by the parent.

EXCEPTIONAL CIRCUMSTANCES

If a parent wishes their child to miss school then they must complete and return an [Absence Request Form](#). A member of the SLT will then look at the child's attendance percentage and also when the absence is requested before deciding whether the absence will be authorised or unauthorised. Any absences will be displayed on both the Termly and End of Year Reports. Parents should also be aware that if their child leaves DESS and requests a transfer to another school, DESS will provide details on the child's attendance at the school.

CONTINUED ABSENCE

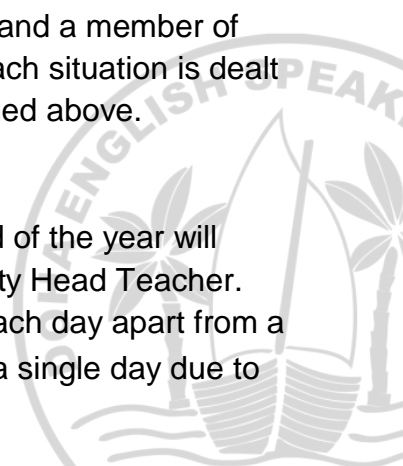
The teacher should monitor any continued absences. Class attendance will be printed out at the end of each day by the School Secretary and emailed to the class teacher. The teacher should check for any patterns, i.e. long weekends, absence on swimming days etc. If concerned;

1. The class teacher will telephone the parent
2. Following the telephone call, if there is still no improvement, a letter will be sent home from the Group Leader / Phase Leader
3. If absenteeism continues then a member of SLT will arrange a meeting to take place with the parents
4. If absenteeism continues after a meeting with the parent and a member of the SLT, the Board of Governors will be informed and this could result in the loss of the child's place at DESS

If teachers have a concern regarding a pupil's absence or they do not accept the explanation of an absence as genuine or acceptable, they must first liaise with their Group Leader who will then raise the matter with the Phase Leader and a member of the SLT. It will be at the SLT and Governors' discretion as to how each situation is dealt with, in line with the school guidance and attendance policy mentioned above.

REWARDS

Each child that has 100% attendance in each term and/or at the end of the year will receive an Attendance Certificate from the Head Teacher and Deputy Head Teacher. Occasionally, there may be a child/ren who have attended school each day apart from a few unavoidable absences such as having an operation or missing a single day due to



illness. These children may still receive a 100% award, at the Senior Leadership Teams discretion.

Policy reviewed: September 2019

