

Attendance Policy

At The Aquila School we take punctuality and attendance very seriously as every lesson counts.

Sickness-

- If a child is off sick we ask the family to let us know by email to the class teacher and the absence@ email address by **7.20am** on each day of absence. This is so we know that the children are safe.

Appointments-

- Medical appointments during the school day will not be authorised as these should be scheduled after school time.
- Appointments with regulatory bodies (e.g. embassies) will be authorised during school hours if out of hours' appointments are not available

Compassionate leave-

- If a family needs to travel for a genuine emergency such as- family bereavement or sickness they should make an appointment with the principal, head of primary or head of secondary to discuss the situation and request leave. This absence will only be authorised if the child's attendance and punctuality to date are at least 95%.

Holiday leave-

- In line with KHDA regulations, as the school has many weeks of closure we will not authorise holidays during term time

Pilgrimage leave-

- As we respect the Islamic faith all applications for pilgrimage leave will be automatically approved. Please email the class teacher and receptionist at least one week in advance

Managing attendance and punctuality-

- Our expectation is that every child attends school for at least 98% of the year
- When a child is not at school we do not provide homework or learning at home but would encourage if possible children to carry on reading
- At the end of every four-week school period the counsellor reviews attendance for the whole school. Where there have been 5 or more incidents of lateness within the period the family will receive a written warning. Where there are 4 incidents of absenteeism within the period the family will receive a written warning. The counsellor will liaise with the class teacher to find out if the teacher is aware of any issues. The



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counsellor will then contact each family to remind them of the importance of regular attendance and offer them support as needed. (TEMPLATE BELOW- APPENDIX A) In the next four-week period the counsellor will also commend families when there has been significant improvement.

- The counsellor will also look for patterns for example regularly missing swimming days, themed events etc.
- Continued significant tardiness/punctuality could mean a child having to repeat the school year.
- We will not authorise leave for the following reasons- Ramadan, travelling within the country, leaving early, spending time with relatives, shopping, tiredness etc.

Reporting attendance and punctuality-

- The reports at the end of terms 1 and 3 will show the attendance and punctuality to date graded in line with KHDA criteria
- Families can check their child's attendance and punctuality on the parent portal at any time.

Absenteeism -

- If a child is on unauthorised absence for four times in a short period of time such as a month or an academic term, a written warning is given to the child and the families are notified. Absent days will be noted in the child's progress card.
- An additional three times of unauthorised absence in a short time again would then require a meeting between the family and child with the Principal or designated person. Absent days will be noted in the child's progress card.
- Any additional incidents of unauthorised absence by the child will then result in either of the following – Community hours in school, detention during school hours or a written notice informing refusal to re-enrol the child in the school for the following academic year.

Tardiness –

- This includes being late to school at the start of the school day and being late to lessons during the school day.
- If a child is late for the first five times in a short period of time such as a month or an academic term, this would follow a written warning given to the child and the families are notified. Tardiness will be noted in the child's progress report.
- An additional three incidents of tardiness in a short period of time, such as a month would then require a meeting between the family and child with the Principal or designated person. The family and child will sign a written pledge (appendix c) to ensure that it does not repeat again. Tardiness will be noted in the child's progress report.
- Any additional incidents of tardiness by the child will then result in either of the following – Community hours in school, detention during school hours or a written



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notice informing refusal to re-enrol the child in the school for the following academic year.

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Definitions-

- **Authorised absence-** means it has been approved by the school
- **Unauthorised absence-** means the child was not present and the school did not authorise it (e.g. if it was for a holiday or if the family failed to inform the school by 7.20am for sickness).

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Codes to use on engage (please do not use any other code)

Code	Reason	Colour	Recorded as attendance for reporting	Notes
/	Present	Green	Y	This includes school trip days too
A	Authorised absence	Purple		E.g. Hajj, appointment with an embassy etc
I	Absent (illness)	Yellow		If they have let the class teacher and reception know by 7.20am
E	Educational activity	Light Green	Y	E.g. on residential trip or taking part in learning at home
U	Absent (unauthorised)	Red		Family did not let us know by 7.30am if they are off OR they are off for an unapproved reason e.g. holiday, shopping, leaving early
C	School closure	Dark Blue	Y	E.g. we have to close for bad weather or power cut
L	Late	Orange	Y	Only reception staff can select this one
F	Family emergency	Grey		E.g. had to travel as family member is ill
X	Excluded	Black	Y	

Children in the Hemam centre-

Class teachers leave all Hemam children as absent on the register.

Hemam administrator will email Pooja by 7.47am with a list of all Heman children and whether they are present or absent- Pooja will then change on engage. Hemam staff then contact families of absent children and email Pooja, Wayne, Kylie and Benjamin by 8.20am with the reasons for absence.

Hemam administrator completes the afternoon register and sends to Pooja by 1.20pm for Pooja to add to engage. See inclusion register for up to date list of Hemam children

End of the day lateness-



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- The class teacher is responsible for staying with any child who has not been collected at the end of the day. Class teachers take the child back to class 5 minutes after the end of the day and email reception@ with name and class of the child. Reception call the family to find out where they are and remind them about the importance of punctuality. When family arrive reception let class teacher know to bring the child to reception. Teachers keep their children with them- if you have a meeting please take them with you.
- All late collection incidents should be logged in the late children folder
https://docs.google.com/spreadsheets/d/1e-kB2DsdMWk6eYOPwsg78bKqc0_vsNZISK155d6itA0/edit#gid=0
- Every two weeks the assistant head teacher checks the above link and contacts the family of any child who is regularly collected late (i.e. more than three times in a term) (TEMPLATE BELOW- APPENDIX B)
- If a child is then continually late after the reminder the head of primary contacts the family
- If they are late after CAS more than once the child loses the place in the CAS- the adult leading the CAS informs the family
- Whenever a family is contacted about attendance or punctuality this is logged on the following google doc-

https://docs.google.com/document/d/1_GMhWsZrmVarA5smb2hFyYNWuNrSWpjEhU6vLP-T7bU/edit

From the family handbook-

At the Aquila School every minute counts. We therefore expect every child to be in school all day every day during term time.

Sickness-

- If a child is off sick we ask the family to let us know by email to the class teacher and reception by 7.20am on each day of absence. This is so we know that the children are safe.

Appointments-

- Medical appointments during the school day will not be authorised as these should be scheduled after school time.
- Appointments with regulatory bodies (e.g. embassies) will be authorised during school hours if out of hours' appointments are not available

Compassionate leave-

- If a family needs to travel for a genuine emergency such as- family bereavement or sickness they should make an appointment with the principal, head of primary or head of secondary to discuss the situation and request leave. This absence will only be authorised if the child's attendance and punctuality to date are at least 95%.

Holiday leave-



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- In line with KHDA regulations, as the school has many weeks of closure we will not authorise holidays during term time

Pilgrimage leave-

- As we respect the Islamic faith all applications for pilgrimage leave will be automatically approved. Please email the class teacher and receptionist at least one week in advance

Managing attendance and punctuality-

- Our expectation is that every child attends school for at least 98% of the year
- When a child is not at school we do not provide homework or learning at home but would encourage if possible children to carry on reading
- At the end of every three-week school period the head of primary reviews attendance for FS and primary. The counsellor reviews attendance for secondary. For unauthorised absences the KHDA process as below are followed. For authorised absences staff liaise with the class teacher to find out if the teacher is aware of any issues. The HofP will then contact each family to remind them of the importance of regular attendance and offer them support as needed. (TEMPLATE BELOW- APPENDIX A) In the next three-week period the counsellor will also commend families when there has been significant improvement. Staff will also look for patterns for example regularly missing swimming days, themed events etc.
- Continued significant tardiness/punctuality could mean a child having to repeat the school year.
- We will not authorise leave for the following reasons- Ramadan, travelling within the country, leaving early, spending time with relatives, shopping, tiredness etc.

Reporting attendance and punctuality-

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Absenteeism - (from KHDA contract)

- If a child is on unauthorised absence for four times in a short period of time such as a month or an academic term, a written warning is given to the child and the families are notified. Absent days will be noted in the child's progress card (school report).
- An additional three times of unauthorised absence in a short time again would then require a meeting between the family and child with the Principal or designated person. Absent days will be noted in the child's progress card (school report).
- Any additional incidents of unauthorised absence by the child will then result in either of the following – Community hours in school, detention during school hours or a



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- An additional three incidents of tardiness in a short period of time, such as a month would then require a meeting between the family and child with the Principal or designated person. The family and child will sign a written pledge (appendix c) to ensure that it does not repeat again. Tardiness will be noted in the child's progress report.
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APPENDIX A

Dear Family,

In our school every lesson counts. We note over the last few weeks that XXX has missed X days of school/has been late X times. This will be affecting their learning and progress. While we realise that occasionally children are unwell we are highlighting this with you as this is a significant period of absence.

If there is anything we can do to support you in ensuring your child is in school regularly and on time, please get in touch.

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APPENDIX B

Dear Family,

We realise that all of us have times where we are running late. However, in the last few weeks your child has been collected late from school on X number of occasions.

At the end of the day your child's teacher has a number of duties including ECAs, training, meetings, preparation and marking and they cannot do these things fully while they are supervising your child.

Please remember that we do have an after school club available to support families with childcare at the end of the day. Your support in collecting your children on time in the future would be appreciated.

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APPENDIX C- Pledge

I _____ understand that at The Aquila School every
lessons counts and therefore I will do everything I can to ensure I am here on time every day.

Signed- _____

Date- _____

I _____ understand that at The Aquila School every
lessons counts and therefore I will do everything I can to ensure my child is in school on time
every day.

Signed- _____

Date- _____

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