



NETWORK
INTERNATIONAL
SCHOOL

Attendance
Policy

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1.0 Introduction

Network International School believes in promoting high standards of attendance and punctuality in order to raise achievement and provide equal opportunities for all students regardless of background. All staff are committed to good practice, which encourages students to take a pride in outstanding attendance and punctuality. Network International School seeks to work with parents to ensure their understanding, support and co-operation in partnership with the school. We regard outstanding attendance as central to effective learning and achievement.

Network International School is a successful school and your child plays their part in making it so. We aim for an environment, which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly and we will ensure that all students feel supported and valued through sending a clear message that if a student is absent they will be missed.

2.0 Attendance Matters

2.1 Why is Regular Attendance so Important

Every student at Network International School must aspire to 100% attendance. If a student has 90% attendance for a single year they miss the equivalent of four whole weeks of missed lessons. If the same student has 90% attendance over five years they miss the equivalent of half a school year. Therefore excellent attendance is essential to success in school and research shows that students who attend regularly from the Early Years to Secondary phases are the most successful in their Year 11 IGCSE examinations.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your responsibility and permitting absence from school without a good reason is unacceptable. Safeguarding the interests of each student is everyone's responsibility and within the context of Network International School, promoting the welfare and life opportunities for every student is at the forefront of everything we do.

2.2 Promoting Regular Attendance

Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff. To help us all to focus on this, Network International School will:

- Provide parents with regular information on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment and progress.
- Regularly communicate with parents about the importance of good attendance and punctuality through positive reinforcement and working in partnership with us.
- Celebrate good attendance by recognising individual and class achievements;

- Reward good or improving attendance through certificates.
- Ensure students with poor attendance and/or punctuality are challenged.
- Review student attendance data at the end of each term and where there is cause for concern a letter will be sent to parents from the Principal.
- Ensure all staff understand their role in attendance and punctuality for a successful education.
- Set targets for whole school and individual attendance and punctuality.
- Following a sustained period of absence and where appropriate provide effective reintegration programmes following a sustained period of absence from school due to injury or illness.
- Provide high quality teaching and learning and a personalised and inspiring curriculum that supports student attendance.

2.3 Understanding Types of Absence

Every day of absence from school has to be classified by the school (not by the parents), as either authorised or unauthorised. This is why information about the cause of any absence is always required, preferably in writing. Authorised absences are days away from school for a good reason like illness, medical/dental appointments, visa runs which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those, which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping or birthdays
- Day trips and holidays in term.

2.4 Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 15% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to improve this situation.

3.0 Partnership with Parents

3.1 How Parents Can Work With us to Encourage Excellent Attendance.

Ensuring that your child attends school every day is one of the most important things you can do to help them succeed at school. All students should be aiming for 100% attendance and parent's support and encouragement in achieving this is crucial.

3.2 Attendance Procedures.

If your child is absent you must:

- Contact us by 08:30 on the first day of absence and everyday thereafter on the following number; 09 444 7283 75
- Write a note in the student diary on the first day they return with an explanation of the absence.
- Provide evidence to reception of any medical appointment or, you can call into school and report to reception, which will arrange for a member of staff to speak

with you.

- If an acceptable reason for absence is given and accepted by the school the absence will be marked as authorised.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with the appropriate person if absences persist;

3.3 Illness

We understand that on occasions students may have to miss school due to ill health. We ask that parents adopt a firm approach to minor illnesses. Please only keep students off school when it is absolutely necessary. It is the parents' responsibility to provide medical evidence for the school to authorise absences for on-going and persistent absence due to illness.

3.4 Medical Appointments

Medical/dental appointments should be made out of school hours at all times to prevent disruption to learning. Where this is not possible please provide reception with written confirmation and verification such as an appointment card or hospital letter.

3.5 Holidays

Holidays must not be taken during term time. Parents needing leave of absence for exceptional circumstances should apply in writing to the Principal. The exceptional reason should be outlined in detail and evidenced.

3.6 Other Requests for Absences

Requests for absence for engagements resulting from personal sporting or other commitments/interests should be submitted in writing to the Principal and will be considered individually taking into account the impact the absence will have on their progress.

3.7 Religious Observation

Any requests should be made in writing in advance to the Principal.

3.8 Punctuality

Good punctuality is also essential for students' progress and poor punctuality is not acceptable. Students who are late for school miss learning, may not have all the information about the school day, disrupt the learning of others and develop bad habits resulting in them being unprepared for the world of work. Students who are late for school will be issued with a monitor point on each occasion (secondary students only).

Students who arrive late must sign in at reception at both the Bahan and 7 Mile Campus and this will be noted in their student diary with a late stamp, the date and time. All late marks will be recorded on students' individual attendance records and school reports. Punctuality data will be reviewed at the end of each term and students who are consistently late to school will be sent a late letter from the Principal.

4.0 How Staff Support Attendance

All staff must;

- Consistently follow the Network International School attendance and punctuality policy.
- Create an ethos to ensure students feel welcomed, wanted and eager to attend.
- Act in a way which promotes/encourages high levels of attendance and punctuality.

Class Teachers Subject Staff & Tutors	<ul style="list-style-type: none"> • To be in the classroom to greet students. • To complete a class register on ISAMs. • To look for patterns of absence within their class/teaching groups and email any concerns to EYFS Phase Leader/Primary Year Team Phase Leader/Primary Leader/Tutor/Head of Student Welfare/Principal. • Encourage good attendance. • Record carefully, all telephone messages/communication with parents/carers on ISAMs.
EYFS Phase Leader/Primary Year Team Phase Leader/Primary Leader/Tutor/Head of Student Welfare/Principal.	<ul style="list-style-type: none"> • To monitor overall student attendance. • Reinforce the importance of attendance and punctuality. • Ensure all attendance information is displayed in tutor rooms and on House noticeboards. • To liaise with Class Teachers/Tutors on attendance matters. • Record carefully, all telephone messages/communication with parents/carers on ISAMs. • Regularly analyse attendance and punctuality data and use the referral system where appropriate. • In primary reward weekly the top class for attendance.

5.0 Attendance Rewards and Incentives

Weekly	<ul style="list-style-type: none"> • In primary a trophy will be awarded to the winning class in assembly. • All students achieving 100% attendance for the week will be awarded one House Point.
Semester	<p>Certificates will be presented to students who achieve;</p> <ul style="list-style-type: none"> • 100% attendance = Gold • 97.5% attendance = Silver • 95% attendance = Bronze
Yearly	<p>Annual award for all students who achieve 100% attendance for the whole year.</p>

6.0 Attendance Procedures

- Morning registration completed by class teachers/tutors using ISAMs electronic registration system, which must be done in the first five minutes of registration.

Students must be marked either present or absent. If a student arrives late to registration then the teacher should change the absent mark to late.

- Students who arrive after registration time will need to report to reception and the attendance officer will mark them late on ISAMs and put a late stamp in their student diary with the time against it.
- Parents are expected to call the school before 08:30 if their child is going to be absent.
- The attendance officer will call any parent who has not advised the school that their child will be absent and will amend ISAMs according

7.0 Primary Attendance Poster

ATTENDANCE MATTERS!

WHY? Good attendance has been proven to improve academic attainment. Students with attendance rates 95% have been shown to consistently outperform, cutting off potential opportunities later on in their school days and beyond. There are 180 school days and 181 non-school days in a Network year. Please make sure you attend every day.

95 to 100%
Congratulations on reaching the school target! You're showing school is important.

91 to 94%
Be careful you are missing too many days of learning. This will have an effect on your progress.

Below 85%
Please try harder to come to school every day. The amount of school you have missed will have an impact on your learning and your education is very important.

Why we need good attendance at

NETWORK INTERNATIONAL SCHOOL
Khalifa bin Zayed Al Nahyan International School

- To learn.
- To achieve.
- To develop new skills.
- To gain qualifications.
- To experience new things in life.
- To build confidence and self – esteem.
- To develop an awareness of other cultures, religion, ethnicity and gender differences.
- To have the best possible start in life.
- To make friends.
- To have fun.

“The greater the attendance the greater the achievement”

8.0 Secondary Attendance Poster

ATTENDANCE MATTERS!

WHY? Good attendance has been proven to improve academic attainment. Students with attendance rates 95% have been shown to consistently outperform, cutting off potential opportunities later on in their school days and beyond. There are 180 school days and 181 non-school days in a Network year. Please make sure you attend every day.

95 to 100%
Congratulations on reaching the school target! Keep it up to receive a Gold Certificate for 100% attendance, a Silver Certificate for 97.5% attendance or a Bronze Certificate for 95% attendance.

91 to 94%
You are at risk of under achievement as you have now taken more than 10 days off school this year. This is the equivalent of two weeks education. You need to attend every day now until the end of the year. Talk to your tutor for advice, they are there to help.

Below 85%
Your education and future are being impacted on heavily. You have now missed more than 25 days of school, the equivalent of 5 weeks education. Act now and improve your attendance.

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