



PUPIL ATTENDANCE AND PUNCTUALITY POLICY

W49

Policy owner: Vice Principal - Student Welfare

Policy agreed on: March 2010

Policy reviewed on: June 2022

Policy to be reviewed on: June 2024

DOCUMENT CONTROL TABLE

Status	Live
Policy owner	Vice Principal - Student Welfare
Statutory/Recommended	Recommended
Date approved	March 2010
Review period	2 Years
Latest review date	June 2022
Next review date	June 2024
Linked documents and policies	Safeguarding Policy
Date	Comments
June 2022	Reformatted

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AIMS

Doha College regards regular attendance as essential to ensure the best possible learning outcomes for all children. Regular attendance is necessary to promote better life chances. The Doha College ethos encourages children to understand that their presence is important and that they are missed when they are absent or late.

There is a clear link between good attendance and high academic standards. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and every child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Ensuring every child's regular attendance at school is the parent's/carer's responsibility.

This policy sets out the principles and guidelines by which we seek to maintain attendance and punctuality, to raise levels of achievement and to maximise opportunities both in Doha College and in later life.

ROLES AND RESPONSIBILITIES

PROMOTING REGULAR ATTENDANCE and helping to create a pattern of regular attendance is everybody's responsibility – parents, students, and all members of Doha College staff.

To achieve this, Doha College will:

- Report to parents/carer's termly on their child's attendance
- Monitor attendance continuously
- Celebrate good attendance
- Raise awareness with parents, students, and staff to work together on raising attendance levels across Doha College

A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year. 5% absence equates to approximately 8-9 school days.

SIGNING OUT PROCEDURE

If Secondary students have a pre-approved reason to leave during the day, they must first sign out at the Front Office and collect a security pass. Students in Primary must be accompanied by an authorised adult before they leave the school premises.

Parents are requested to contact Doha College well in advance, providing reasons for leaving early. **Parents are reminded that they should look to make appointments outside of school hours.**

Approval will be granted by a Form Tutor (Secondary), Class Teacher (Primary) will forward the email to the Front Office for information and record keeping.

If students try to sign out without a confirmation email or if Front Office staff have any concerns about the pupil leaving, they will call a parent to confirm.

TYPES OF ABSENCE

Every half day absence from school is classified by the school (not by the parents) as either **EXPLAINED (E)** or **UNEXPLAINED (N)**. Therefore, information about the cause of absence is always required.

Explained absences are sessions away from school for a reason such illness, emergencies, or other unavoidable cause such as absences for religious observance.

Unexplained absences are those where the school has not received any information relating to the absence.

ABSENCE PROCEDURES

If a child is absent parents/carer's must:

- Contact Doha College as soon as possible on the first day of absence with the reason for the absence;

If a child is absent Doha College will:

- Send a text message for unexplained absence to inform parents the child is not in school with no reason given.

Monitoring & reporting

We monitor all absence and punctuality thoroughly. Any immediate concerns relating to attendance and punctuality will be addressed by relevant members of the pastoral team and recorded on CPOMS.

- Doha College will formally communicate attendance concerns with parents throughout the year, a minimum of three times. Parents of all children (regardless of reasons provided) whose attendance is below 95% will receive communication via email of their child's current attendance percentage and the potential impact that this may have on their child's education.

- Poor attendance and/or punctuality may result in the child losing their place at the college, having to repeat the year, not being accepted on trips or visits or other sanctions.
- Poor attendance and/or punctuality will be treated on a case-by-case basis, and the outcome of one case does not set the precedent for another case.

Attendance percentages are documented in all academic reports.

LATENESS

- Poor punctuality is not acceptable.
- Children will receive a late mark if they are not in class by 7:10 in Secondary and 7:20 in Primary
- If a child has a persistent late record parents/carers may be invited in to discuss the problem. In secondary 2 lates in 1 week may lead to an after-school detention. If students are continually late this will lead to an escalation in sanctions.
- Parents must ensure that children are dropped at school on time and picked up on time at the end of school and at the end of the co-curricular activities.

HOLIDAYS IN TERM TIME

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time.

Parents/carers must understand that by taking children out of Doha College during term time, they are making a choice to impact on their child's learning.

No holidays will be authorised during term time.

Students' attendance at university interviews will be given 5 days as approved leave from school, after this it will be classed as an explained absence.

A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year.

START OF TERM

Unexplained absences during the first week of any term could result in the child being removed from Doha College and fees paid will be forfeited.

Parents have a duty to make sure that their children attend regularly. Our expectation from all our pupils is 100% attendance.

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

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