



: Learners Today.. Leaders Tomorrow :

## **The Gulf English School**

### **GES Attendance Policy**

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**Author: Leadership Team**

*This policy applies across all campuses:  
GES Gharafa (Infants, Juniors, and Secondary)  
GES Bin Omran*

**Responsible, Respectful, Resilience**

## **Our Vision**

**We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.**

|           |                                                                          |
|-----------|--------------------------------------------------------------------------|
| <b>V1</b> | We aim to develop a responsible, respectful, resilient school community, |
| <b>V2</b> | supporting the highest level of personal achievement                     |
| <b>V3</b> | in a changing modern intercultural world.                                |

## **Mission Statements**

|           |                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M1</b> | We provide a high-quality education, focusing on skills, knowledge, and application, enabling our community to strive and achieve excellence |
| <b>M2</b> | We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.              |
| <b>M3</b> | Our community promotes diversity and global citizenship where individual differences are understood and celebrated.                          |
| <b>M4</b> | To drive the development of creative skills and critical awareness in our students.                                                          |
| <b>M5</b> | Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all                |
| <b>M6</b> | We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.                                        |

## **Our Core Values: The 3 R's**

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

**Responsible, Respectful, Resilience**

## **Attendance Policy and Procedures**

### **Attendance**

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The morning registration time should be perceived as an opportunity for the school to formally receive children from home.

### **For Parents:**

#### **Attendance:**

Students who attend GES are expected to attend school for the full academic year, unless there is a good reason for absence.

**At The Gulf English School, we only authorise absence for medical reasons, death in the family and Hajj.**

- If a child is absent, parents should email the school on each day of the absence stating the reason. A sick note should also be sent via portal or on the day the child returns to school.
- If the child will be absent for a protracted length of time due to illness, parents will notify the school ensure that they log to the parent portal and the student portal to complete the work set up for the student
- **If contact explaining the child's absence fails to be made by parents**, then the school would contact the home by email on the **first** and **second** days of absence and by telephone on the **third** day of absence.
- If student absences exceed 7 continuous school days without parental contact, they will automatically lose their place at GES. We will continue to make contact home via email and telephone.
- If a student in Year 11, 12 and 13 misses 3 lessons of any subject they will receive a warning from the school. If they miss 6 lessons, they will NOT be entered for examinations.

**Students with 100% attendance and an excellent record of punctuality will be rewarded by the school with a certificate at an assembly at the end of each term and will be invited to lunch with the Heads of School.**

**Student are expected to have an attendance record of at least 90% which means that they should not miss more than 18 days during an Academic Year. It is the parents' responsibility to ensure that their child catches up with missed lessons and work through the parent and student portals.**

#### **Requests for Leave of absences:**

- All absences must be supported by a medical note or a request for leave of absence form. Failure to do so may affect registration for the next academic year.
- Parents requesting leave should fill in the pre-arranged absence form on the parent portal.  
**Leave will be counted as unauthorized absence from school.**

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### **Family holidays during school time**

The Gulf English School does not condone students missing valuable school days for holidays under any circumstance. This absence will always be treated as unauthorised, even if prior notice is given to the school. If a parent asks about family holiday time during term all staff need to ensure that the policy is clear to everyone.

### **Punctuality**

#### **School Timings:**

| School Campus                                                                          | Start time: | Finish Time:                  |
|----------------------------------------------------------------------------------------|-------------|-------------------------------|
| Infants Campus                                                                         | 7:15 am     | 1:30 pm (Pre-School 12:30 pm) |
| Juniors Campus                                                                         | 7:30 am     | 1:50 pm                       |
| Secondary Campus                                                                       | 7:30 am     | 1:50 pm                       |
| Bin Omran Campus                                                                       | 7:30 am     | 1:45 pm (Pre-School 12:45 pm) |
| Tuesday students leave early at 12:30 p.m. and rest of the day is for CPD (all school) |             |                               |

All students are expected to be in School for registration at this time. If a student arrives more than 10 minutes late, they must report their presence to the receptionist. Students arriving to school late must check in at the office to receive a late slip.

**Note:** Students absent from school will take full responsibility for the completion of all schoolwork (including tests and assignments) within the time frame specified by each teacher. A student must have a record of 90% of attendance in order to receive credit for each course. The guideline for satisfactory attendance is a minimum attendance of 90%.

- A maximum of five absences per term for all year groups up to Year 10.
- A maximum absence of 10 absences (five per term for Years 11, 12 and 13).
- Students in Years 7-13 should not miss more than 6 classes of any subject per term. Students who fail to meet the minimum attendance requirement may not be entered for the final examination for the subject. Each case will be reviewed on an individual basis.
- In cases of prolonged illness, the school will make a decision on a case-by-case basis, provided that the medical forms are from Hamad Medical Corporation.

### **Lateness in Secondary**

- Students who are consistently late disrupt not only their own education but also that of others. Students who arrive more than three times late to school in a calendar month will be placed in an after-school detention.
- Failure to attend these detentions will mean registration for the next year is blocked. Students who arrive late to school (after 7:30 a.m.) are marked as **'late'** in the register. Three **'lates'** are counted as equivalent to a day's absence.
- Only students presenting a doctor/dentist appointment card are allowed back into lessons without recriminations and will be given a note at reception allowing them into class. This allows students whose parents work in the military to receive medical attention, as these particular facilities only operate in the morning. Parents are contacted if a student displays patterns of absenteeism.

#### **What can parents do to help?**

- Let the school know as soon as possible why your child is absent.
- Send a medical note/ note when your child returns to school.

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- Where possible, only make appointments out of school time.
- Do not allow your child to have time off school unless it is absolutely necessary.
- Do not allow your child to leave school for special occasions like a wedding/ party.
- Ensure that your child gets a good night's rest, eat a healthy, balanced diet and get plenty of exercise.
- Be sure that your child is woken up early enough to ensure they will get to school on time, remembering that breakfast is the most important meal of the day for a young child.
- Get them into good habits/ Routines.

#### **Students leaving school early.**

- The parents or carers of students who need to leave early for medical appointments should contact the school in advance (24 hours) and **MUST** bring the appointment card/ show email or text, as students will not be granted leave without one.
- Leaving early for transport reasons is unacceptable.
- No Students will leave early on a Thursday without the reception calling home first. Verification is needed and parents will be informed that this will be an unauthorised absence. If there is no answer, the student(s) can't leave.

**It is not acceptable for a parent to collect a child due to sickness unless the school nurse has contacted home.**

#### **Sanctions**

**The Gulf English School emphasises the importance of attendance and punctuality. The Gulf English School also emphasises the need to reduce unnecessary absences, as these negatively affect the child's academic and social progress.**

The school understands and tolerates absences on grounds such as medical reasons when a medical report is produced. We also understand that absences for religious reasons (such as Hajj) are acceptable if parents have submitted a leave application for their child a week prior to travelling. Special cases such as long term or severe illnesses will also be considered.

#### **For staff:**

##### **Completing the register**

The marking of the registers can become so routine that its importance is lost. However, incomplete, or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of attendance of all students. They contribute to students' end of term reports and to records of achievement and are also the official register if there is an incident requiring the school to be evacuated. For these reasons, registers are required to be marked in ink, and all alterations should be visible and explained. There should be no unmarked sessions

- Red diagonal line to denote presence.
- Red circle to denote absence.
- An 'L' will be filled in by the secretary if the student is late.

Registers need to be taken within the first 10 minutes of the day. The registers then must be sent to the secretary. Any students who arrive late will need to go to the secretary and be signed in as late.

School administration uses the registers to send information/envelopes home, class teachers and form tutors **MUST** ensure that letters are handed to students as they do their morning or afternoon registration. Failing to do so will result in serious consequences.

### **Electronic Registers.**

All teachers are provided with laptops, to enable them to take a register electronically. All students must be marked accurately on the paper registers as well as electronic registers.

The electronic register has more options detailing the reason for absence. These include:

- Absence
- Absent (approved – educational activity)
- Late
- Study Leave

All students should initially be marked present and as the register is called, they can then be marked absent as required.

The paper register, taken in the morning, serves as the roll call register in case of evacuation. Students who arrive late **MUST** see the secretary to be signed in and the paper register will be updated. The form tutor/class teacher can then update the electronic register the following morning if the secretary has made any alterations to the paper register. Students who pop their head into the doorway and then leave are not classed as being present for registration.

### **Know Absence (KA)**

**KA** is to be used when a parent has requested absence through the parent portal. Staff in the main reception deals with this. They will change **O** to **KA**. If a parent e-mails the teacher directly, or one of the e-mail accounts that the MIS Coordinator monitors (the MIS Coordinator will forward this e-mail to the class teacher), then the mark to be put in the register is **KA**. This will need to be changed the following day to either **O (unauthorised absence)** if no medical certificate has been received. If a medical certificate is given, then please change to **m (medical)**. The class/form teacher is responsible for making this change.

### **Picked Up (PU)**

If an e-mail is received to say that a child is being picked up during the school day, the e-mail should be forwarded to **Main Reception**. They will then accommodate the request and make the necessary changes.

### **Unauthorised Absence (O)**

This should be used if a child does not show up at all and there is no known reason as to why they are absent. If a parent has e-mailed to say that the child will be traveling or away from school for any period, it should be marked as **KA** initially and then the day after their return, the class teacher will need to go back and change all the **KA** to **O**. For example, if a parent e-mail saying the child is away from 02.01.18 until 09.01.18, on the 10<sup>th</sup>, the register should be adjusted to reflect this.

### **Medical Absence (m)**

Medical absence is now being classed as **authorised absence**. This should only be used if you have a medical certificate emailed to you or in your hand. An email stating that the child has been to the doctors is not enough!

|    |                                    |                                                           |
|----|------------------------------------|-----------------------------------------------------------|
| /  | Present                            | Attending school                                          |
| i  | Excluded – internal                | Internally excluded from lessons and is in school         |
| e  | Excluded - externally              | Externally excluded and not in school                     |
| L  | Late                               | Arrived after AM/PM register has closed                   |
| m  | Medical/Dental Appointment         | Has provided a medical certificate                        |
| O  | Unauthorised Absence               | Not attended school and no reason given                   |
| x  | Present – Exam Leave               | On exam leave but marked at present                       |
| t  | Educational Trip or Visit          | Attending a trip arranged by the school                   |
| Y  | Enforced Closure                   | Not attending school due to management closing the school |
| *  | Pupil not registered at the school | Student has begun later in year                           |
| #  | School closed to pupils            | Not attending school due to parent interviews etc.        |
| KA | Known Absence                      | Pre-arranged absence or an email was sent on the day      |
| KL | Known Late                         | Pre-arranged late arrival                                 |
| PU | Picked Up                          | Student collected during school day                       |

### **SchoolBase and automated e-mails.**

Staff are required to complete registers within the first 10 minutes of each lesson. It is important that the morning and afternoon registers are completed on time each day on SchoolBase so as not to miss the time triggers that generate automated e-mails to the parents of the absent student. Automated e-mails are generated in two instances:

1. Unauthorised absence (for either a.m. and p.m. registration, or one or the other)
2. early collection.

In each case, the name of the teacher in the e-mail will be that of the class/form teacher and the email address shown will depend on whether the child is in Infants, Juniors, Secondary, or Bin Omran. The time is automatically inserted. If the student is collected in the morning, the register should still be marked in the afternoon. If 'O' is entered, an automated e-mail will not be sent as the system will know the student has been collected.

**Links:**

This document should be read alongside:

- Student handbook
- Staff handbook
- Sixth form handbook
- School behaviour policy

It will also be available on the parent portal and school intranet.