Attendance Policy

Please see Brighton College Dubai Policies and Guidelines

1. Policy Statement

This Attendance policy is to ensure that there is an efficient system known to all, for ensuring that pupils attend the College on time, on a daily basis and for establishing that in the case of late / leave early / non-attendance there is a reason known to the College. There is a strong correlation between a child's academic success and their attendance at school. Children that have a high rates of attendance are more likely to achieve well at school than those with poorer attendance.

This policy is aimed at providing guidance and practices that will support all pupils attaining outstanding attendance, these include:

- Strategies to monitor and track attendance on a daily, weekly and termly basis
- Report to families on their child's performance at the College, giving their attendance percentage and punctuality details and how this relates to their attainment
- Celebrate good attendance
- Reward good or improving attendance
- Work with families to provide advice, challenge and support where attendance is a concern

2. Aims

The aim of this policy is to ensure all pupils, College staff, parents and guardians understand the importance of regular attendance and the procedures for reporting any absences.

To track and monitor attendance the College will:
- Inform parents of the attendance expectation for their pupils
- View and respond to daily attendance and punctuality information
- Monitor weekly patterns of attendance and identify actions through leadership and Pastoral teams
- Share this information with pastoral and classroom colleagues for discussion with pupils
- Examine half-termly data reports against previous patterns and local and international data benchmarks
- Maintain a risk-register approach to the assessment of emerging concerns regarding pupils and how those concerns will be addressed, tracking the impact of interventions

3. Practice and Procedure

3.1 Taking the Register

Phase	Arrival Time to class:	Pupils late from:	Register taken by	Reception email teacher/SLT if no register by:	Reception calling parents begins at:	Reception to email parents if no contact
Pre-Prep FS1 & FS2	8:00am	8:01am	Class teacher by 8:06am	8:15am	8:15am	9am
Prep Y1 to Y6	7:50am	7:51am	Class teacher by 7:56am	8:05am	8:00am	
Senior Y7 to Y11	7:30am	7:31am	Period 1 teacher by 7:36am	7:45am	8:00am	
Sixth Form Y12 to Y13 *see 3.4	7:30am	7:31am	Period 1 teacher by 7:36am	7:45am	8:00am	

If no answer, email sent from reception by 9am

	Pre-Prep (FS1 & FS2)	Prep (Y1-Y6)	Senior (Y7 – Y11)	Sixth Form (Yr12-Y13)
Late report generated by reception and sent to:	Class teacher and KCO	Class teacher and SBR	HMMs, JDO, CBL and JCL	JHA, JDO and JCL
Absence report generated by reception and sent to:	Class teacher and KCO	Class teacher and SBR	HMMs, JDO, CBL and JCL	JHA, JDO and JCL

- The register must be taken daily each morning by the times detailed above for each phase of the College
- The register must record whether the pupil is present, absent, attending an approved educational activity, distance learning or late
- Register codes are as follows:

Code	Reason	Who can assign this code
/(am) \(pm)	Present	All

F	School fixture	All
L	Late	All
D	Dual register	Admin and SSLT
C	Authorised absence	Admin and SSLT
H	Authorised absence – family emergency	Admin and SSLT
Q	Authorised absence – Sixth Form	Admin and SSLT
M	Authorised absence – Medical	Admin and SSLT
V	Educational Activity absence – Visit	All
Z	Pupil not yet on roll	Admin and SSLT
#	School closure (planned)	Admin and SSLT
N	Unauthorised	All
I	Absent Authorised Illness	All

- Rear doors and gate are closed by security at 07:45am and all pupils then must enter via the Front entrance
- Any Senior or Prep pupil arriving after the above times must sign into the late book at either the reception or back entrance. At both points, they will be provided with a late slip which they will take to their teacher. Reception will update G4S attendance for all pupils who have signed into the late book
- Teachers must record the attendance for all pupils and mark all children not present, as 'Unauthorised Absence' unless they have an email / note to explain the absence by close of register
- If a teacher has any login or access issues, a paper list identifying those pupils that are present or absent must be handed to reception by the above times
- If a teacher has not taken their register by the relevant time mentioned above, the receptionist will send the teacher a high priority email and cc the relevant school leader for Pre-Prep, Prep or Senior School who will also follow up with the relevant teacher and ensure it is completed
- Receptionist team will phone the parents of every child who is recorded as an 'Unauthorised Absence'. For any unanswered phone calls, a second call will be made after a short duration. If there is still no answer, an email will be sent through iSAMs to the family, querying the pupil's absence. The action taken within this bullet point will be recorded as a note on G4
- Following the completed steps above, the receptionist will provide two separate report to the relevant leader for Pre-Prep, Prep and Senior school identifying pupils who are either absent or arrived late to school

3.2 School Procedure for dealing with Pupil Absence

Our procedure for ensuring all children are safe and attend school is as follows:
- The College actively promotes prompt and regular attendance, it is the College's aim that all pupils achieve 98% attendance or higher
- Truancy or unauthorised departure will not be tolerated in any form from any school activity.
- If a pupil is absent without explanation, the receptionist will contact the parents from 8am for Senior and Prep pupils and from 8:15am for Pre-Prep. All phone calls to be completed

by 9:15am at the latest. Should a large volume of calls be required, reception will ask for additional support from PAs.

- If there is no response from the main contact number, the reception will cascade through the additional contact numbers provided
- Following failed attempts to contact parents by phone, reception will send an email to parents
- The College administration will excuse pupils for being late in the morning during days with adverse weather conditions (e.g. heavy fog or rain), an accident enroute or other unavoidable reason which is provided by the parent/guardian
- All pupils are given a % figure for lateness and attendance, which is updated via Go4Schools on a daily basis and in line with KHDA figures. Pupils' attendance and punctuality is also given a RAG rating (red/amber/green)to enable swift intervention
- As per KHDA guidance (see page 37 of the UAE framework) attendance is graded as follows:

  - Outstanding = 98%
  - Very Good = 96%
  - Good = 94%
  - Acceptable = 92%
  - Weak = 92%
  - Very Weak = 90%

- The College operates a staged procedure for dealing with repeated lateness to school or failure to attend:

Stage	Detail	Intervention
1	Pupil's attendance/punctuality falls below 96%. Sporadic absence/lateness	Warning letter 1 and parental meeting with class teacher/form tutor and Head of Year. Period of reflection/community service
2	Pupils' attendance/punctuality falls below 94%. Persistent absence/lateness	Warning letter 2 and parental meeting with PLT/SSLT. Report issued for punctuality/attendance – 2 week monitoring. Period of reflection/community service
3	Pupil's attendance falls below 92%. Severe absence	Letter 3 and parental meeting with Head of School. Possibility of refusal to enroll for subsequent academic year as per KHDA contract

- If an explanation for absence is not satisfactory, or if the absence continues over a number of days, we will invite the parents to school to discuss any barriers that are preventing the pupil from attending. We will do this as soon as possible, so that any issues can be addressed quickly
- The College will inform immediately the pupil's parents/guardians of incidents of truancy and shall hold discussions with them and the pupil. Future attendance will be closely monitored

3.3 Pupil responsibility post absence

Pupils are responsible for completing all necessary assignments during their absence. Pupils and/or parents are encouraged to contact and or liaise with the teacher(s) of classes they have missed in order to learn the exact details of assignments and tasks given in the pupil's absence.

These assignments must be completed by the pupil and returned to the relevant teachers shortly after returning from the absence.

3.4 Late Arrivals

Morning Registration:

- All children who arrive after 07:31 (Senior), 07:51 (Year 1 – Year 6), 08:01 (Early Years) are considered 'late'. Pupils are spoken to about punctuality by members of SSLT if they arrive within the first 10 minutes of the day
- Pupils who arrive late will sign the late book and will be provided with a late slip which the pupil will pass to the class teacher
- Senior pupils (with the exception of Sixth Formers with pre-agreed permissions) who arrive late are given a breaktime reflection which is recorded on iSAMs by the reception team. An email will be sent to parents informing them of this.
- During the first week of school, the College understands that some pupils may be late as parents come to terms with new arrangements. Other excusable reasons for lateness include particularly bad traffic due to an accident affecting lots of families, adverse weather conditions or a late school bus
- The receptionist updates G4S and the Fire / Evacuation registers with latecomers as and when they arrive.
- Persistent late arrivals are followed up by the class/form teacher, pastoral team and Head of Preparatory School and House Master/Mistress as per the table above

3.5 Justified Absences that will be Authorised

These include the following:

- Illness. If the illness is more than three days, a medical certificate should be provided
- Medical or dental appointments
- Death of a relative
- Taking part in an approved public performance or sports event
- Study leave
- On a field trip or educational visit

Where a pupil is absent from the College due to a long-term medical condition, a care plan will be developed in accordance with the individual's needs. Where possible, the College will support the pupil to continue his or her access to education by providing specialised provision. A reintegration plan will be agreed with families to enable a successful return to the College.

3.6 Planned Early Exits

- If parents have reason to remove their child/ren from school early (before the end of the school day), they must inform class teachers/form tutors and the school reception in advance, giving a reason and the full name and form group of the child. For Prep families a password will be assigned by the parent to each child/family to alter any details pertaining to a child's pickup (e.g. time, person or mode).
- Pupils who have been authorised to leave school early will be provided with an Early Leave Note, signed and stamped by the receptionist
- There must be one 'Early Leave Note' per child and not per family. The receptionist must amend all relevant registers to reflect the children who have left the school
- The child must present the 'Early Leave Note' to security in order to leave the premises; it must have been signed and stamped by the receptionist

3.7 Emergency / Sickness Early Exits

- When a child must leave school early for unexpected reasons such as sickness an 'Early Leave Note' must be signed by the nurse and presented at the reception for signing. The receptionist can then update the fire / evacuation registers and must send an email through iSAMs to staff teaching the pupil that day. Security should not let any child leave the premises unless the receptionist has signed the 'Early Leave Note'.

3.8 Arranged Absences

- Should parents wish to remove their children from school for any reason, for any length of time, they should complete a 'Leave of Absence Form' and send it to the Head of School and the class teacher / tutor requesting permission. Once approved or disapproved, this will be forwarded to the receptionist and the pupils' class teacher or tutor and the registers completed accordingly.
- The class teacher / tutor of the child/ren must be informed by email about the dates of absence and ensure the registers reflect that as 'Authorised or Unauthorised Absence' accordingly.

3.9 Potential outcome of persistent non-attendance/decide not to re-enrol

- The College can expel a pupil in cases where there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the College has already sent three warning letters, a warning can be sent every three days. Additionally, the expulsion order must be issued by the Head Master and approved by KHDA, and the parent/guardian is informed.

3.10 Parent Responsibility Regarding Attendance

- Reading, ratifying and implementing the College's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the College for the start and the end of the school day.
- Understanding and upholding the College's policy which states that continued lateness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.
- Not to withdraw pupils from school for the purpose of vacation or other optional activities inside of the published School Term dates.

4. Assessment and Record Keeping

- Registers must be accurate and kept on a daily basis.
- 'Leave of Absence forms' must be kept on file.
- 'Early Leave' slips must be kept by Security.

5. Staffing and Resources

All staff at the College are expected to act in accordance with this policy.

6. Associated documents

Appendix 1 – Leave of Absence

7. Monitoring and Review

This policy is to be reviewed and checked annually by the Head Master.

8. Approved by

Head Master on behalf of the College:

_____ Simon Crane, Head Master

Chair on behalf of the Governors:

C. Lamshed　　　Craig Lamshed, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	General updates made, particularly timings	JDO	06/06/2023
2.0	Edits made regarding timings and formatting	SBR and KCO	12/06/2023
3.0	Made amendments due to recording attendance on Go4Schools	JDO	06/09/23
4.0	Processes and procedures updated	KCO/SBR/JCL	11/09/2023
5.0	Minor edit update	JDO	01/02/2024

Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.

Appendix 1

LEAVE APPLICATION FORM FOR ABSENCE IN TERM TIME

PLEASE NOTE:
- To be filled in prior to a known absence taking place.
- Taking your child out of school during term time could be determined to your child's educational progress.
- If the pupil is absent from school for more than 10 consecutive days or 15 non-consecutive days, then this could result in them not progressing to the next year.

PARENTS SECTION (to be completed first)

Family Name		Name of Pupil (s)	
Year/ Form			
Reason for the absence			
No. of school days		From (Date)	To (Date)
Parents/Guardian signature			

The Head of School will consider your request for leave of absence as per the BCD Attendance Policy

SCHOOL SECTION

Holiday Time in Term	☐ Approved ☐ Not Approved	
Head of School Signature:		Date:
Number of previous absences:		

Parents will be informed by email of the school's decision