

Attendance Policy

For face to face learners and home learners

2020-2021

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Introduction

At The Pearl Academy, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education.

Start of the School Day

7.30am	Gates open for Group A
7.45am	Gates open for Group B
7.50am	National Anthem plays
7.55am	Register taken
8.00am	Period 1 bell. (Children arriving after 8.00am will be registered as late on Engage by Angeline)

Morning Registration

- After the National Anthem has played at 7.50am, the class teacher will take the register on Engage using 'session attendance' for the morning.
- At 7.55am, children present in the class should be marked as present. Children who are not present should be marked as 'unauthorised' or 'Ill' with notes to explain the illness. Children who are quarantining should be marked Q for quarantining.
- Children arriving in school after 8.00am will be recorded as L late on the register by Angeline in reception.
- At 8.30am Angeline emails teachers to ask for confirmation of unauthorized absences.
- Angeline then telephones the family of any absent children.
- Angeline will update the code from U unauthorised to explain the absence.
- All absence details should be recorded (interview, home, ill, etc.) on Engage in the notes section of the register by Angeline. Unless the teacher has been notified by the parent, in which case, they can add to the notes section themselves.
- If Engage is not working or if there are internet problems, the class teacher should take the register on paper. If there is no internet, the class teacher should telephone Angeline to inform her of any absence.
- If the class teacher is absent, the person responsible for taking the class will take the register.

Afternoon Registration

- The class teacher will take an afternoon register using 'session attendance' on Engage, after lunch.

Early Collection from School

- The Pearl Academy requests that parents do not collect children early from school. In cases where this is unavoidable, for example a medical appointment where an after school time was not available, the parents should inform the class teacher at least a day before early collection is required.
- Parents should complete an 'Early Collection Form' which should be sent by Angeline in advance.
- The teacher should ask a member of the admin team to come to class to collect the child to take them to the Main Gate C. Parents are not allowed on site.

Late Collection from School

- Children not collected by 2.45pm must be recorded on the Day Book on Engage as late collection and the class teacher should speak to the parents.

Authorised and Unauthorised Absence

- Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education.
- The school does not authorise holiday or travel during term.
- Requests for authorised absence must be made on a 'Request for Absence' form given to the School PA, Jennibeth or Angeline, who will refer it to Barbara. This should reach the school at least seven days in advance. (In an emergency, parents are asked to email the class teacher). Barbara will either approve or not approve requested absence. If the request is denied, the absence will be marked as 'unauthorised' on the register and this will be calculated in the termly school report.

Illness

- If a child is ill, parents are requested to e-mail the class teacher or telephone reception. The teacher or Angeline should write 'i' for illness on Engage or use the dropdown for 'absent illness.'
- This must be followed up by an email/hard copy of the medical certificate from the doctor if the absence is *more than one day*.
- Absence of one day due to illness will be authorised. Absence due to illness of two days or more requires a medical certificate from the doctor to be authorized, otherwise it is unauthorised.

Celebrating Good Attendance and Punctuality

- Each week during assembly, classes with 98%+ attendance for the previous week will be celebrated. The class will receive a pearl to put in their oyster on their classroom door (which must be sanitised) and they will receive recognition in the weekly newsletter.

Attendance Guidelines for Home Learners

- Daily attendance for a home learner means they attend all their online lessons.
- It is compulsory for children to attend all live lessons on Microsoft Teams with their cameras on at all times.
- The teacher should take the register in the morning and the afternoon using 'session attendance' on Engage.
- The teacher must use their own professional judgement. If a child logs on at the beginning of a session – morning or afternoon - and then disappears for the rest of the session, the teacher can go back and edit the register attendance to show unauthorised absence. (Morning session is until lunch time and afternoon session is after lunch).
- During any lesson, if a child logs on and then disappears, they should be considered absent for that lesson. This includes all specialist lessons.
- The following stages must be followed for absence online:
 - ✓ The teacher leading the lesson will message the child on Microsoft Teams to enquire about the absence and to remind them the lesson is compulsory.
 - ✓ If a child misses two lessons in a day, or any more, the teacher leading the lesson will email the parents enquiring about absence.
 - ✓ Specialist teachers should keep their own registers. Specialist teachers must inform the class teacher of any absences.
 - ✓ If the child continues to not attend live lessons the parents will be asked to speak to the year head to ascertain the difficulties the child is having to attend the lesson. This will be a supportive meeting and actions put in place pertinent to that child.
 - ✓ If the child remains non-compliant, then a meeting with the VP or Principal is required.

Monitoring General Attendance by Term (teachers)

- Attendance is measured from the first day of a term.
- If a child is noticeably absent from school, the teacher should use their professional judgement and contact the family, by email and then by telephone. Any contact should be recorded on the Day Book.
- At half term, the teacher must run a formal analysis of attendance using the Engage portal. Go to Attendance Analysis. Any child's attendance which is 91% or below is considered not acceptable. The teacher must email the parents of these children a copy of Letter 1. This must be recorded on the Day Book.
- After half term, attendance must be monitored in the same way. If attendance does not improve, the teacher should use their professional judgment to email or telephone the family.
- At the end of the term, the teacher must run a formal analysis of attendance, from the first day of the term. If attendance is 91% or below, a formal letter must be sent to the family. If it is the second letter the family receive, this should be Letter 2.
- In Term 2, a formal attendance analysis will be run by the teacher at half term, starting from the first day of Term 2. If attendance is 91% or below, a letter should be sent home. If this is the

third attendance letter to be sent home, it should be Letter 3. (Each time a letter is sent home, it should follow the sequence of the letters, which indicate severity).

- At the end of Term 2, another attendance analysis is done, starting from the beginning of Term 2. Any letter sent home should follow the sequence.

Monitoring General Attendance over the Year (SLT)

- Angeline will monitor attendance of all children in the school from the beginning of the academic year. The start date for this analysis will always be the first date of Term 1.
- Angeline will monitor all attendance on a fortnightly weekly basis and inform Elenaore and Barbara of any children whose attendance is 91% or below. This is purely for information only and to help SLT have an overview of attendance issues. Eleanore and Barbara may use this information to monitor class teacher actions and Day Book entries.

Monitoring Consecutive Absence from School

The school is unable to contact the family at all so this is more serious and requires faster action as this could be a child protection issue.

Day		
1	Angeline calls home.	
2	Angeline calls home. Class Teacher emails parents.	
3	Angeline calls home.	
4	Saleha calls home.	Letter 1 is sent home by class teacher. Copy in year head.
5	Saleha calls home.	
6	Year Head to contact parents via telephone call first and follow up email.	Year head to send email.
7	Saleha calls home.	Letter 2 sent home by year head. Copy in Eleanore.
8	Saleha calls home.	
9	Saleha calls home.	Letter 3 sent home by Barbara.
11	Saleha calls home.	
12	Asil or Saleh to contact ADEK and the Ministry of Education.	
	Saleha to continue calling every two days.	

Reporting Attendance on Engage and to ADEK

98%	Outstanding
96%	Very Good
94%	Good
92%	Acceptable
90%	Weak
Less than 90%	Very Weak

Attendance is reported termly to parents on the child's school report. An attendance dashboard is also accessible to parents on the Parent Portal.

Attendance is reported accumulatively.

In Term 1, attendance is reported for Term 1.

In Term 2, attendance is reported for both Term 1 and Term 2 together.

In Term 3, attendance is reported for Term 1, Term 2 and Term 3 together.

Late is considered as present on the school report but will also be highlighted.

Double check that your pastoral comments on attendance match the attendance record.

At the front of the report there is a pie chart of the child's attendance which is pulled from the school register. Your terminology and school attendance terminology must be consistent.

To do this quickly you can export your whole class from Engage.

- Go to register and then attendance analysis
- On here keep 'attendance mark' to all and 'attendance type' to session
- Date from 1st September to the current date
- Then click 'Go'
- Once generated click School
- Then Year group – class
- You will see your class and the attendance column % (scroll right to the last column)

Absence and Attendance Codes

Code	Reason	Colour	Recorded as In Attendance	Notes
/	Present		Y	Default
A	Authorised Absence			Note to be included on the system detailing reason. Includes: Interviews Funeral/Bereavement Holiday – Principal Authorised Observance Non-School based exam – e.g. Music Holiday – Principal Approved <i>Study Leave</i>
I	Absent (Illness)			Note re doctors note if supplied
M	Absent (Medical Appointment)			Note re details if supplied
E	Authorised Absence (Educational Activity)		Y	Note re place / time / activity type / duration Work Experience
U	Absent (Unauthorised)			Also used for when pupil leaves site?
C	School Closure: ADEC/ Forced / Partial School Closure		Y	ADEC/MoE approved closure Flood/transport/boiler et
L	Late		Y	Arrived late, before the register has been closed – time specified
R	Late – Register Closed		Y	Arrived late after register has closed. Reason must be recorded as a note as well as time of arrival
F	Family Emergency			Reason must be recorded
H	Holiday - Not approved			Acknowledged but not approved. Can be amended after event if approved.
X	Excluded			Temporary Suspension

All other codes will have (DO NOT USE) as a prefix. They cannot be removed as data is attached to them. Please do not use these codes when marking your register as this will cause issues with the quality of our attendance data.