

WEST YAS ACADEMY - ATTENDANCE AND PUNCTUALITY POLICY.

At West Yas Academy every lesson counts towards the holistic development of your child. As members of staff, we work tirelessly to encourage and reward good attendance and punctuality. We will reward our top attending students at the end of each term, in line with our rewards policy.

We expect our children to be in school every single day. Research has indicated that too many absences can restrict students from succeeding in school and in life. Ten percent of the school year (18 days or more) can knock students off track.

1. General Principles

- We expect our students to be in school every day unless there is a valid reason. A valid reason could be - sickness, Family emergency, Medical appointment which cannot be scheduled outside of the school day, Visa or appointment with a professional body which cannot be scheduled outside of the school day.
- If we have not received an email regarding the student's absence by 8.00am, as part of our safeguarding procedure, we aim to contact the family to make sure their child is safe. If we have to do this then the absence is unauthorized and we send an email to inform the family of this.
- The school can ask ADEK for a child to repeat the school year if there are a significant number of absences.
- We discourage holidays during term time. If a family wishes to apply for holiday leave in exceptional circumstances they are required to complete a holiday request form. The decision on whether to authorise or not is based on previous attendance.
- We do not authorise any holidays in the month after the long summer break.
- We discourage families from leaving early on a Thursday and following ADEK guidelines expect all pupils to be here until the last day of each term.
- We recognize the importance of the Holy Month of Ramadan and - following guidance from the local regulatory authority - school remains open and the expectation is that every child attends. The school follows a shorter day during the holy month and provision is made to support children who are fasting.
- Each year we set a pupil attendance target for the 2020-21 academic year this is 95%

1. The responsibilities of the school

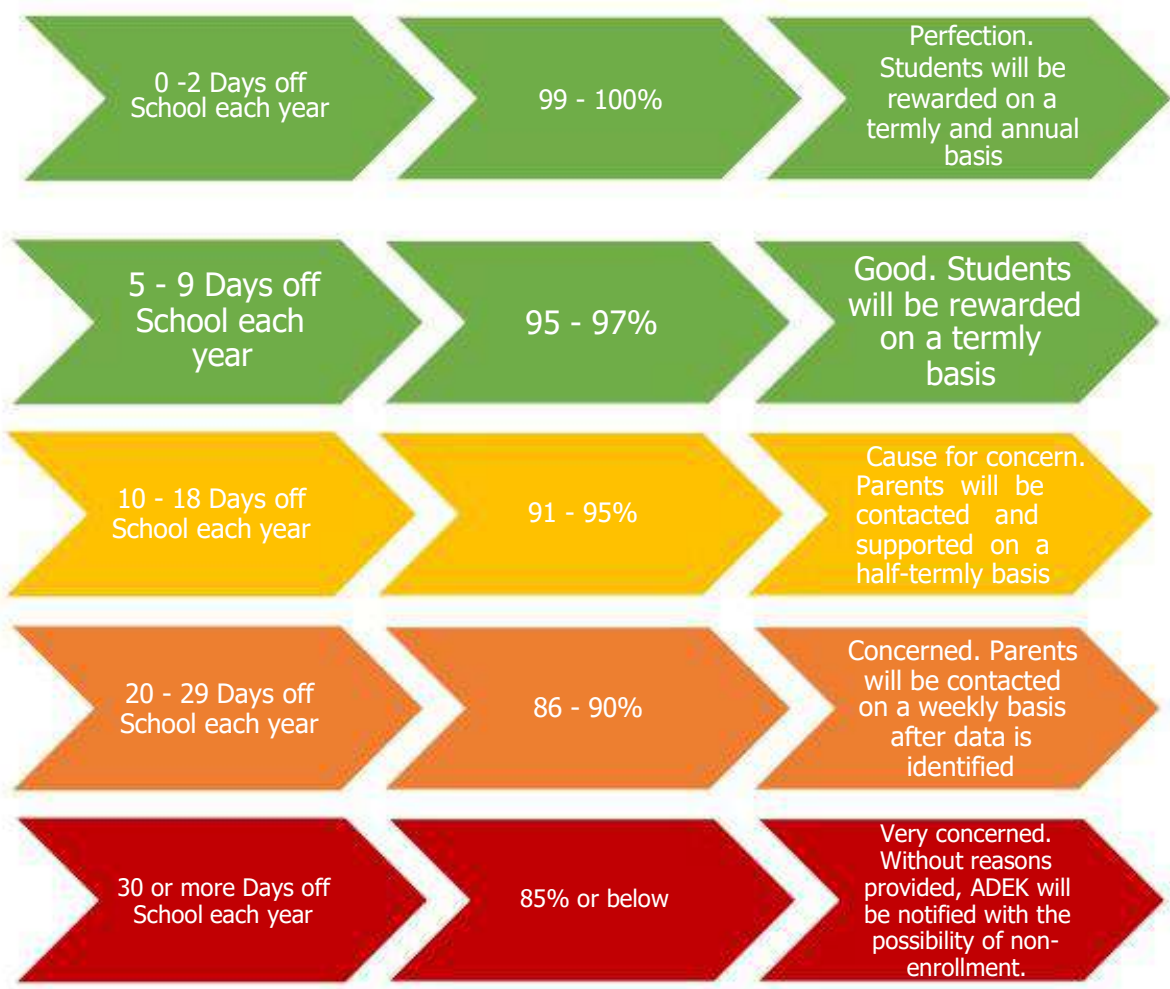
- The academy will share the policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Teachers will produce accurate registers to ensure the safeguarding and wellbeing of all students at the academy.
- Attendance and punctuality data for your children will be uploaded onto the parental portal to be accessed.
- The school will welcome any discrepancies that parents may have with data and will alter data if justifiable.
- The students' House lead will produce a half-termly data report and will communicate with the parents if their child's attendance drops below 95%. The school will offer supportive strategies to improve attendance and punctuality. This may be identified sooner if there are obvious concerns regarding attendance.
- The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher.

- The school will apply relevant procedures when students are late to homeroom registration and their lessons. Please see the attendance and punctuality policy for further details.

1. Attendance and absentees.

- Our expectations is for all of our students to attend a minimum of 95% of their lessons. Members of staff will contact you on a half-termly basis if your child's attendance falls below 95%.
- We acknowledge that on occasions children are absent from school due to sickness, family emergencies, or appointments with embassies or other professional bodies.
- If your child is going to be absent, we can 'authorize' this absence' so to not reflect on your child's overall attendance figures.
- Please inform the school of this absence before 8.00 am at absence@westyasacademy.sch.ae
- Please note, our policy will authorize up to a total of 10 business days per academic year. Any days succeeding this amount will require a medical note.
- Please see below the WYA attendance ladder for your reference.

3.1 Attendance Ladder.



1. Punctuality to School.

- The school day starts at 7.30 am where all students are expected to be registered in their homerooms prior to the UAE National Anthem.
- If students arrive late, they miss out on essential instructions, support, and guidance provided at the beginning of their homeroom lesson. Additionally, your child may disrupt the learning of others and potentially feel awkward arriving into the classroom when other students are learning - everyone's education is compromised.
- We expect all students to be on time each day. If a student is late, they will be notified via SMS and they will be reminded of their obligations to ensure that students arrive on time.
- If this is persistent, your child's grade/house leader will contact you to offer support strategies to improve your child's punctuality.
- Furthermore, if there are continued, or no significant signs of improvement throughout the school year, WYA has the right to withdraw enrolment for the following academic year, at the principal's discretion.

1. Parental drop-off and pick-up.

- Please note, students may arrive at 7.15am and will be supervised in the playground. No supervision will be available before 7:00am
- Additionally, no provision or supervision will be available for your child after 4.30 pm.

1. Secondary Students - Homeroom.

- If students are on the school premises before 7.30 am but fail to attend their homeroom before this time, they will remain marked as 'late'.
- If a student is late they will be required to complete a 'sign-in document. 3 lates in a week or persistent lateness will result in a lunchtime and/or after school refocus.

1. Secondary Students - Lesson Transitions.

- It is the student's responsibility to be accountable for their time and ensure that they arrive at their lessons prepared, and on-time.
- Failing to do so will result in a 20-minute lunchtime refocus session.

1. Attendance and Punctuality Implications.

- In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications (Elementary Students)	Implications (Secondary Students)
Tardiness - this refers to being late in coming to school at the start of the school day and to instances	The first two (2) incidents of tardiness in a week	Teacher to verbally speak with the student / parent.	Students will be placed on a lunch refocus for 40 minutes at the start of the following week

of being late to lessons within the school day	3 incidents of tardiness in a week.	Email communication with parents, encouraging parents to ensure students are punctual to Lessons and after school refocus.
	Up to an additional five (5) instances of tardiness in a short period of time, such as a month Any additional incidence will be included in an half-termly data report.	Written warning to student and notify parents Parents and student to be called to a behavioural meeting with the principal and Dean of Students if tardiness is 20% or higher. Parents and student to sign a written level 1 letter not to repeat the offence (Appendix A).
	Any additional incidences (with no signs of significant improvements) to the above	Tardiness to be noted in students' eSIS. report. At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> • Temporary external suspension for up to three days. • A written notice announcing refusal to re- enroll the student in the school for the following academic year.

Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	Any additional incidence will be included in an half- termly data report.	Parents and student to be called to a behavioural meeting with the principal and Head of Pastoral if attendance is below 85% Parents and student to sign a written level 1 letter not to repeat the offence (Appendix A). Tardiness to be noted in students' eSIS. report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"> ● Issue of an attendance contract. ● Temporary suspension for up to three days ● A written notice announcing refusal to re-enroll the student in the school for the following academic year.

These decisions are endorsed by ADEK and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

Policy Details	
Version Date:	Aug 22
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Responsible SLT:	Head of Pastoral (Secondary)- Paul Bayston