

WEST YAS ACADEMY ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES.

SECTION 1: POLICY.

1.1 SUMMARY.

At West Yas Academy, every lesson counts, so 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, good attendance and punctuality are vital for a good education and the holistic development of students’.

1.2 GENERAL PRINCIPLES.

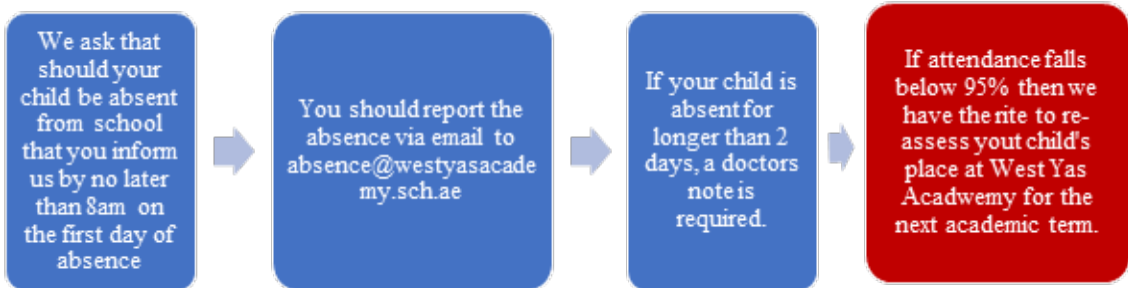
- (i) At West Yas Academy, every lesson counts, so we work tirelessly to encourage and reward good attendance and punctuality. We expect our students to be in school every day unless there is a valid reason. A valid reason could be – sickness, Family emergency, Medical appointment which cannot be scheduled outside of the school day, Visa or appointment with a professional body that cannot be scheduled outside of the school day.
- (ii) If we have not received an email regarding the student’s absence by 8.30 am, 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.
- (iii) 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 authorize or not is based on previous attendance. We do not allow 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.
- (iv) 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.
- (v) Each year we set a pupil attendance target for the 2019-20 academic year this is 95%

SECTION 2: PROCEDURES.



2.1 ATTENDANCE.

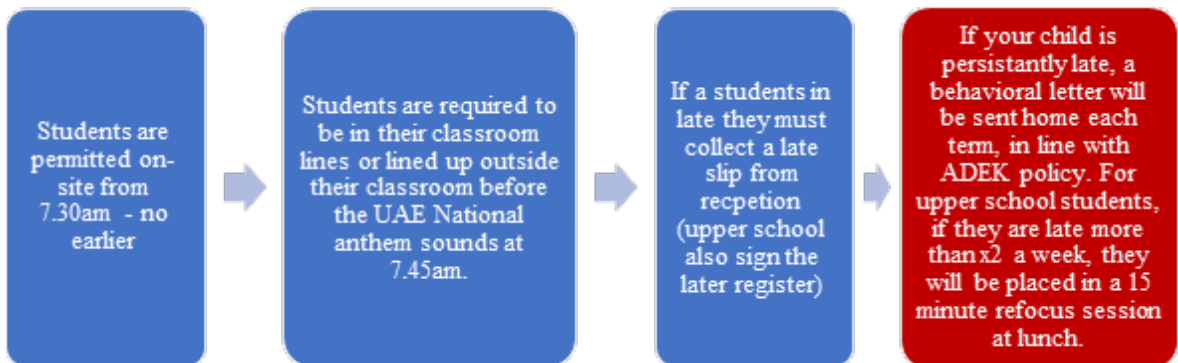
We understand and acknowledge that on occasion, children are absent from school due to sickness, family emergencies or appointments with Embassies or other professional bodies.



2.1.1 PUNCTUALITY.

Please can we remind families that school starts at 7.45 am.

When pupils arrive late, they miss out on essential instructions given at the beginning of their homeroom lesson. This will significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving in the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.





WEST YAS ACADEMY
ALDAR ACADEMIES

SECTION 3: APPENDIX – ATTENDANCE LETTER TEMPLATE.

(Date)

Student Attendance – Formal Letter Level 1

Dear Mr/Ms. Name of parent

Re: Low attendance during Term 1 at West Yas Academy.

Consistent with school policies and procedures, (name of this written warning is issued to student/year September 2019 to December 2019 during group) for unexplained absences from 1 at West Term Yas Academy.

As a school, our expectations are for students to attend a **minimum of 95%** of the school calendar days. Currently, **your child has attended % since September 2019.**

Good attendance and punctuality are vital for your child receiving a high-quality education. Nevertheless, we understand and acknowledge that on occasion, children are absent from school due to sickness, family emergencies or appointments with Embassies or other professional bodies. We ask that should your child be absent from school that you **inform us by no later than 08.00 am on the first day of absence. If your child is absent for longer than two days, a doctor's note is required.**

If your child's attendance does not improve by the end of term two, then you may be invited into West Yas Academy to sign an attendance contract with specific requirements to adhere to. Furthermore, if your child's attendance does not improve over the academic year, the school can request ADEK for your child to repeat the school year if there are a significant number of absences.

*** We are here to support your child in achieving the best of their ability. If you would like to discuss any discrepancies in your child's attendance data, please arrange a meeting with your child's grade lead through an appointment. Additionally, if you have a medical certificate or can authorize reasonings behind your child's absences, then we can also backdate our system to accommodate this.*

Yours sincerely

Thomas Nelson
Head of Secondary School.