

Attendance and Absence Policy

1. General Information:

1.1 At Reach British School every lesson counts so we work tirelessly to encourage and reward good attendance and punctuality. Good attendance and punctuality is key to students' successful achievement. Research confirms that children with the best attendance and punctuality make the best progress.

1.2 This policy is in line with the UAE Federal Inspection Framework and the requirements of ADEK, the local regulatory body.

1.3 Morning drop-off and bus arrival

Ensure that you check your child's temperature before proceeding to the bus pickup point or drive to school by taxi or car. Students who come to school by car need to be dropped by parents or drivers through gate 3 (entry) and gate 2 (exit). Gates open at 7:10 am. For safety purposes no cars may be parked and left unattended in this area. This is only for drop-off. Students that arrive by bus, use the small gate closest to gate 2. All gates will be locked at 7:55 am after which time all students that arrive late, should enter through Gate 1 (Main reception only).

Students arriving late will be logged and ADEK policy will be used to address non-compliance.

A temperature checkpoint accessed through a tent (drop-off area) will measure temperature of all students arriving to school by car. No parent is allowed to access the school premises – only students are allowed through the main gate where the tent is located.

1.4. After school pick-up and bus departure

All students that are picked up by parents or drivers should be picked up using gate 3 (entry) and gate 2 (exit). Please make sure that you pick your child up during the following dismissal times.

Early Years (Nursery and FS2) – see section 5.1

Year 1 and 2 students: 2:10 pm

Year 3 and 4 students: 2:20 pm

Year 5 and 6 students: 2:30 pm

Year 7 to 13 students: 2:30 pm

Gate 1 access and Gate 6 access is only for emergency vehicles and busses – no parents are allowed to park on school premises from the first official start date (30th of August 2020). All students that do not use bus transport should be picked up from gate 3 (entry) and gate 2 (exit) only. If your child uses the bus, and for any reason you want to pick them up from school and not use the bus, the school receptionist and Emirates Transport needs to be informed in writing before 10am on the same day. Please note that no exceptions to this rule will be allowed under any circumstances. This is to prevent communication errors and ensure safety of our students.

2. Family responsibilities:

- ▶ Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time (before 7:45 am).
- ▶ If students need to be absent from School for a particular day, Parents/Guardians must inform the school accordingly – this needs to be official in an email.
- ▶ Parents/Guardians who plan to have their children miss several days of school are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.
- ▶ The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

3. Attendance:

We expect our children to be in school every day unless there is a valid reason. If a student needs to be absent from school for a particular day, the parents/guardian must inform the school accordingly and fill the attached form (**Urgent Student Leave Request**).

3.1 Authorized Absence:

- ▶ Sickness

- ▶ Medical appointment which cannot be scheduled outside of the school day. The school needs to be informed a day in advance (no exceptions will be allowed). Please note that the parent or family member needs to show evidence of the medical appointment (an official SMS or letter from the Hospital or clinic) to confirm the date and time of the appointment.
- ▶ Visa or appointment with a professional body which cannot be scheduled outside of the school day.
- ▶ Essential urgent family travel for matters such as medical treatment or the death of a family member. This must not exceed one month during the academic year. Must be supported by medical certificate/other official documentation.

Note: Any absence of more than one-month duration must be approved by ADEK and, in addition to providing medical certificates and documents, ADEK also require a letter from the UAE embassy of the country they are visiting. This is to confirm that the child will visit or was visiting the specified country.
- ▶ Participating in an official community task or event representing their country e.g. sporting event- supported by official documentation.

If a child is sick and not at school we ask the family to let us know as early as possible and no later than 8.15am on the same day. This should be by email to the class teacher AND reception (info@reachbrisihschool.com), telling the class teacher or reception in person or contacting the teacher on Class Dojo is important, but an email must be sent as well.

If we have not heard from a family by 8.15 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.

If you know in advance that your child will be absent (i.e. for the reasons above apart from sickness) please collect, complete and return to reception a copy of the Urgent Student Leave Request form. This will be reviewed by the school principal and returned to you indicating to you whether the absence will be authorized or unauthorized. Leave will only be authorized if the child's attendance is already very good.

At the end of October, December, February and April the social workers will send emails and a letter (signed by the school principal to families where attendance is less than 85% and where a child has been late more than 10% of the time.

We reward and encourage 'Very Good' attendance through a daily announcement of classes with 100% attendance. Every week the class with the best attendance is announced in year group assemblies, they then hold the attendance cup for the week and are announced in the newsletter. On a termly basis children with full or significantly improved attendance and excellent punctuality receive a certificate and award.

3.2 Unauthorized absence:

The following absences are regarded as unauthorized:

- ▶ Shopping trips
- ▶ Holidays during term time
- ▶ Family events (birthdays, visitors, etc.)
- ▶ Leaving early on a Thursday

Truancy is strictly prohibited and considered a Level 2 violation by the local ADEK regulatory body:

Any unauthorized absences of 10 consecutive days or more may ultimately result in the permanent removal of a child's place from the school.

For repeated unauthorized absences, we may either permanently exclude a student or withdraw their place for the following academic year. Schools will issue parents with a written warning following the 3rd day of unauthorized absence.

Students are considered to be truant (i.e. unauthorized absence) if they are absent from school without their family's knowledge or consent, or if families have colluded with the student so that they are absent without authorization.

3.3 Email that will be sent to families by the receptionist on the first day of unauthorized absence

Dear Family,

The safety of our pupils is always our number one concern.

When a child is not at school we ask you to let us know by 8.00 am, just to check that your child is safe.

I note that today we did not receive notification from you before 8.00am so we had to contact you - and so your child's absence has been recorded as unauthorized.

Every lesson counts – please be reminded that you should let us know before 8.00am on the same day if your child is not at school.

Kind Regards,

3.4 Email that will be sent to families by the receptionist on third day of unauthorized absence

Dear Family,

The safety of our pupils is always our number one concern.

When a child is not at school we ask you to let us know by 8.00 am, just to check that your child is safe. I note that today is the third consecutive day that we have not received notification from you before 8.00 am so we had to contact you - and so your child's absence has again been recorded as unauthorized.

Please remember that continued unauthorized absences can lead to the school permanently excluding your child or withdrawing their place for the next academic year.

Every lesson counts – please be reminded that you should let us know before 8.00 am on the same day if your child is not at school.

Kind Regards,

4. Lateness Procedure

. All students should be at school by 7:45 am to attend the morning assembly procedures in class. Students are considered to be late if they arrive to school after 7.55 am. Students are accepted into class until 8.00am. After this time, to minimise the disruption to lessons, students must report to reception to sign in late as the entry gate will be locked at 7:55 am.

Gates 2, 3 and 5 will be closed by Security at 7:55 am. Any children arriving after this time MUST enter through Reception and MUST have a Late note to give to the class teacher when they arrive to the lesson. Students will be socially distanced in reception, if they arrive late (parents are not allowed on school premises – this is to limit risk of exposing the school staff and students to COVID-19). If your child is late, you will not be allowed to wait with them in the reception area as students will then be exposed – ADEK Compliance Policy requirement.

Procedures for late children:

Late means they arrive in class after the register has been saved at 8:00am.

Any child arriving late must go through reception and collect a date stamped late pass. The receptionist will mark them as late on the register and send them to their class teacher.

In the event that a bus arrives late to school, after 8:00 am, the students using the bus will not be marked as late. They will be marked as present when the bus arrives and the student reports to class.

5. Morning drop off and bus arrival

Students who come to school by car need to be dropped by parents or drivers through gate 3 (entry) and gate 2 (exit). For safety purposes no cars may be parked and left unattended in this area. This is only for drop-off. Students that arrive by bus, use the small gate closest to gate 2. All gates will be locked at 8 am after which time all students that arrive late, should

enter through Gate 1 (Main reception) where they will receive a late note and marked on Engage as being Late.

5.1 EYFS - Nursery and FS2 Students

Parents who arrive before 7:30 am should not leave their children with security. They have to be safeguarded by the guardian/parent until the security allows them in as per their Bubble Start Time. This will be between 7:30 and 8:30 am. Arrival times for the specific Bubble your child is assigned to, will be communicated to parents before the first official FS start date. Please adhere to these timings to ensure limited number of parents and students. This is the only way to make sure that social distancing is maintained during all times. The Security guard will only allow parents through the main gate if it is the assigned time for Bubble arrival. No exceptions will be made under any circumstances.

The child needs to be accompanied by an adult to drop them in the main reception area (no parent is allowed into the main hall or to the classrooms). Students will be collected at the reception (as per their staggered bubble arrival time communicated by the FS coordinator or Nursery Manager). The classroom teacher will receive the FS student and log attendance.

Parents or Guardians should leave immediately after their child is entering the door that leads to classrooms (no parent beyond this point) – this is to protect our students from risk of exposure to the COVID-19 virus. Parents will be prompted to leave the reception area as soon as the child is safely accompanied by the RBS staff member, responsible for the Bubble your child is allocated to.

Parents arriving late or after their Bubble arrival time will not be allowed to take their children to the class, they have to say their goodbyes in the reception. Please note that late arrival might result into parents and students having to wait outside the building and not allowed in as social distancing will be high priority at all times and there will be limited staff available to support this task once the school day has officially started at 8:30 am.

Early pickup in EYFS is not allowed unless it is an emergency. Requests will be approved on a case by case basis and should be communicated with the EYFS receptionist before 10 am on the day. Parents/ Guardians that collect students early, need to sign a logbook when picking up the student. Early pickup will be closely monitored by the school administration team.

6. After school pick-up and bus departure

All students that are picked up by parents or drivers should be picked up using gate 3 (entry) and gate 2 (exit). Please make sure that you pick your child up no later than the assigned dismissal time for the year group.

Years 1 and 2 – 2:10 pm

Years 3 and 4 – 2:20 pm

Years 5 and 6 – 2:30 pm.

Secondary students – 2:30 pm.

There is a designated waiting area where parents have to wait for their children.

No cars are allowed to enter through Gate 1 unless special permission is granted by an SLT member of the school during special occasions. This parking area is for bus access and emergency vehicles only. All students that do not use bus transport should be picked up from gate 3 (entry) and gate 2 (exit) only. NO PARENTS WILL BE ALLOWED TO PICK STUDENTS UP FROM ANY OTHER GATE or the reception.

7. Students using the bus, picked up by the parent

Parents must inform the school before 10 am on the same day, should they decide to pick the child up and not use the bus service for any reason whatsoever. The reception will inform the class teacher and RBS transport. RBS transport will inform the bus assistant and bus driver.

In such cases the student needs to wait in the designated area for the year group and the parent/carer/driver needs to collect the child from the area.

8. Late Pickups

Students that are not picked up on time after school (at or before 2:30 pm) will proceed to the late rooms for the Macro Bubbles. They will wait there for pickup under supervision of 2 teachers until 3 pm only.

At 3 pm the students will proceed to reception and will be required to socially distance in their Bubbles in the Dome area. Their names will be on a dated name list and when regular late pick up is noted, the school will be addressing this non-compliance with the parents. The security guard on duty will receive the list of names and will wait in the Dome area where they will be supervised by the security guard until the parent/driver/carer arrives to pick them up.

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Policy reviewed by: Dene Bright and Johannes Bodenstein

Next review date: October 2020