



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.

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.

3. Practice and Procedure

Taking the Register

- The register must be taken daily each morning
- The register must record whether the pupil is present, absent, attending an approved educational activity or late.
- Morning Registers should close at 8:00. Teachers must record the attendance and mark all children as 'Unauthorised Absence' unless they have an email / note to explain the absence.
- Any pupil in the Prep or Senior School who arrives after 7:45am should be marked as late. In the Pre Prep School pupils arriving after 8:00am must be marked as late.
- If a teacher has any login or access issues, a paper list of all present children must be handed in to the receptionist by 8:00am. The teacher must also contact the Administration team and IT so the issue can be addressed.
- Receptionist generates and prints both the unmarked attendance report and the absence list from Engage at 8:00am.
- Receptionist will phone the parents of every child who is recorded as 'Unauthorised Absence'.
- If a teacher has not taken the register the attendance report will not print that register so the receptionist knows who has not yet taken the register. This must be reported immediately to the relevant school Deputy Head Pastoral who will then go to the relevant teacher and ensure it is completed.

School Procedure for dealing with Pupil Absence

Our procedure for ensuring all children are safe and attend school is as follows:

- If a pupil is absent without explanation, the Receptionists will contact the parents as soon as possible, preferably by 9.00am
- The College administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).



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- If an explanation for absence is not satisfactory, or if the absence continues, we will invite the parents to school to discuss any difficulties 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.
- If a child is repeatedly late, we will contact the parents.

Pupil responsibility post absence

Students are responsible for completing all assignments missed 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 either before or shortly after returning from the absence.

Late Arrivals

Morning Registration:

- All children who arrive after 7:45am in the Prep and Senior are considered 'late' and after 8:00am in the Pre Prep.
- Late arrivals in the Prep and Senior Schools are managed by the Deputy Head Pastoral and in Pre Prep by the class teacher.
- The receptionist updates Engage and the Fire / Evacuation registers with latecomers as and they arrive.
- Persistent late arrivals are followed up by the Deputy Head Pastoral

Justified Absences

These include the following

- Illness which, if more than three days, should be proved by a medical certificate
- Medical or dental appointments
- Family Holiday - The school holidays are taken on December, April and late Summer, with half term breaks each term. If, through unavoidable circumstances, parents need to take their children out of school on holiday or day trips at other times, for one or two consecutive days, the total period of absence must not exceed seven days during the academic year. No parent can demand leave of absence as a right. In order that the absence can be authorised a request should be made well in advance by completing a 'Leave of Absence' form available to download from the School Communicator.
- Death of a relative: for three days only
- Taking part in an approved public performance or sports event
- Study leave
- On a field trip or educational visit

Planned Early Exits



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- If parents have reason to remove their child/ren from school early (before the end of the school day), they must inform Heads of School in advance giving a reason and the full name and form group of the child. Heads of School will acknowledge the email and reply with confirmation. They will cc the receptionist who can issue an 'Early leave note'.
- There must be one 'Early leave note' per child and not per family. The receptionist must amend all the paper 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.
- Pupils in FS1 may be collected at 12:00pm. A paper register is kept by the class teacher in the Pre-Prep class rooms taking into account early leavers. Teachers must take this to Fire / Evacuations as per procedures.

Emergency / Sickness Early Exits

- When a child must leave school early for unexpected reasons such as sickness an 'Early leave sickness 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 to all staff. Security should not let any child leave unless the receptionist has signed and stamped the 'Early leave sickness note'.

Arranged Absences

- Should parents wish to remove their children from school for any reason for any length of time 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 Reception and the pupils' class teacher or tutor and the registers completed accordingly.
- One copy of the 'Leave of Absence Form' must be printed for the Absence records' file. 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.

Expulsion of Pupils

- 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, such that a warning is sent every three days. Additionally, the expulsion order must be issued by the Head Master and approved by ADEC, and the parent/guardian is informed.

4. Assessment and Record Keeping

- Registers must be accurate and kept on a daily basis
- 'Leave of Absence forms' must be kept on file



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- '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

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: _____

Chairman on behalf of the Governors: _____



Change History Record

Version No.	Description of Change	Owner	Date of Issue
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1.0

Updated following ADEC policy review

Deputy Head
Master

June 2017

2.0

3.0

