

Victory Heights Primary School

Attendance and Punctuality Policy

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Reviewed by:

Primary Leadership Team

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August 2024



**VICTORY HEIGHTS
PRIMARY SCHOOL**
NURTURE • CHALLENGE • EXCEL

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Policy Vision

Victory Heights Primary School believes that attending school regularly is a key factor in academic achievement and future success. Absences from school can have a negative impact on learning and academic progress, and can also affect social and emotional development.

DSIB guidelines for attendance are as follows:

98% Outstanding

96% Very Good

94% Good

92% Acceptable

Less than 92% Weak

Less than 90% Very weak

Aims of the Policy

1. To achieve a whole school approach to the management of attendance and punctuality.
2. To clarify our expectations regarding attendance and punctuality.
3. Achieve, as a minimum, 96% attendance across the school, with an aim to achieve 98% attendance.
4. To create an ethos that high attendance and punctuality is the norm, and is valued by both the school and its community.
5. Raise awareness with parents and other stakeholders as to the importance of high attendance and punctuality.

Parents

At Victory Heights Primary School we work in partnership with the parents of our children. We aim to share our policies and practice with parents in order that they have a clear and consistent understanding of what we are doing and why we are doing it. Parents play a vital role in ensuring that their child has high levels of attendance and punctuality. This policy is designed to fully inform parents of the processes in place to support our high expectations of attendance and punctuality, as well as to highlight that poor attendance can negatively impact the possibility of re-enrollment for the next academic year.

The KHDA parent contract, signed by every parent at the school, stipulates that parents have a “responsibility for promoting their child’s attendance” and this viewpoint is endorsed by His Highness Sheikh Mohammad Bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and Ruler of Dubai.

Therefore, all parents should ensure that their child is at school on time every day of the school year, except for illness. The reason for an absence must always be communicated to the school. If a child is

Procedures

Register

It is the class teacher's professional responsibility to accurately record daily attendance by filling in the electronic register at the beginning of each day by 08.05am. The register must then be closed.

Punctuality

A child is considered to be late for school if they arrive after 8.05am. Children are directed to the Main Reception (Gate 4) to sign in with the school receptionist. A late mark is added to the school register (Nexquare MIS)

Punctuality information is collated by the school reception.

Reporting Absences

Parents are expected to report a child's ad-hoc (for example illness) absence from school through the Zenda app (accessible through the school mobile website - <https://mobile.vhprimary.com>)

Long-term absence requests (such as for reasons of travel) are monitored and approved by the Principal. In the absence of the Principal, the Deputy Headteacher will take responsibility for making these decisions.

Children's attendance at school should be 94% or higher in order that permission is granted, unless exceptional circumstances dictate otherwise.

Monitoring

At the close of registers, the school reception will monitor the school attendance, noting absences that have not been given prior authorisation or which have not received notification through the Zenda app. The school receptionist will follow up to the parent via a telephone call.

If no answer is received, the child is marked as Absent using Nexquare.

If contact is made, and the child is absent due to sickness, the parent is asked to record using Zenda.

Follow Up

Attendance

Ad-hoc absences and the follow up thereof, are handled in the first instance with the class teacher, who should remind the parent of the importance of their child's attendance at school.

An attendance report is created on a bi-weekly basis, detailing the level of absences for each child within the school. The Assistant Headteachers and the Head of Foundation Stage are responsible for contacting parents.

After 10 absences (including illness) a letter is sent home detailing the child has reached the threshold of 10 absences.

After 10 further absences, a letter is sent home, alongside a telephone call, asking for a follow up meeting in school to meet with the Assistant Headteacher or Head of Foundation Stage, in person, to discuss the child's attendance.

After 10 further absences, the Deputy Headteacher will meet formally with the parents to discuss concerns regarding their child's attendance.

Should children have more than 45 days of non-attendance at school, the Principal reserves the right to report their concerns to the KHDA and suggest that the child should not be allowed to move up to the next academic year.

Punctuality

Punctuality concerns are primarily addressed by the class teacher. However, if a child is persistently late to school, the Assistant Headteacher responsible for that year group, should contact the parent stressing the importance of arriving at school on time.

Should the Assistant Headteacher feel that there has been no significant improvement in the punctuality of the child, then the parent should be invited in to school, to meet with the Assistant Headteacher and/or the Deputy Headteacher to discuss strategies to improve punctuality.

Other Concerns

Any concerns about attendance that do not fit this policy should be addressed via the Designated Safeguarding Lead through the Safeguarding Procedures.