







Title: **Policy for Managing Attendance
in QatarEnergy Schools**

Status: **Current**

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Human Capital Education				 Digitally signed by ABDULAZIZ MOHAMMED A E AL-MANNAI Date: 2022.04.18 11:53:54 +03'00'
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*"Our vision is for our students to be high achieving, healthy and happy individuals,
well prepared to take their place as global citizens and leaders of the future."*

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FOREWORD

This document has been developed by the Education Section (VHE) of the Human Capital Directorate (VH) and circulated for review by stakeholders before endorsement for use by the Executive Vice President (EVP) for Human Capital.

This document is published for use by the Education Section of the Human Capital Directorate. This policy is an operational/business level policy which is aligned with the QatarEnergy Values. The policy document should be read alongside the Procedure Document for Managing Attendance in QatarEnergy Schools.

This document in its present form reflects, as far as possible, the current corporate requirements.

This document is subjected to periodic review to re-affirm its adequacy or to conform to any changes in the corporate requirements or to include new developments on its subject matter.

All comments/views, recommendations etc. regarding this document should be forwarded to the Head, Education Section.

POLICY STATEMENT

QatarEnergy Schools firmly believe that in order for students to achieve their full potential and to become the global citizens and leaders of the future they must attend school every day and be punctual at all times. Any absence due to illness or other exceptional circumstances must be authorised by the school, this does not include family holidays.

1. PURPOSE

- 1.1 There is a clear link between poor attendance at school and lower academic achievement. This policy aims to provide an effective and efficient system for monitoring attendance and punctuality, and to encourage students to take full advantage of their educational opportunities by attending school regularly.
- 1.2 The policy reinforces the entitlement that each student has to full-time education and that the school will take early action in addressing patterns of absence or lateness.
- 1.3 The policy reinforces the importance of parents supporting the school in ensuring students have good attendance and arrive at school on time.
- 1.4 The policy and procedure document outline the process school follow to encourage good attendance and the sanctions that will be taken in the case of high levels of absence or poor punctuality, this includes requests for extended leave of absence.

2. SCOPE

- 2.1 This policy applies to all students at QatarEnergy schools, the absence of staff will be managed within QatarEnergy Human Resources Policy and Procedure.
- 2.2 This policy adheres to the guidance issued by the MoEHE that students must be in school for at least 180 teaching days per academic year.
- 2.3 The policy is based on the age requirements for students following The National Curriculum and as such compulsory education is from K2 within the Foundation Stage for children from the age of four. Children are admitted to QatarEnergy Schools at K1 from the age of three, this is on a part-time basis.

3. DEFINITIONS

- 3.1
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|------------------------------|---|
| Schools | - QatarEnergy schools at Dukhan and Mesaieed |
| Principal | - Principal of a QatarEnergy School |
| Head of School | - Designated Head of Primary/Secondary School |
| Senior Leader | - Member of school senior management team |
| MoEHE | - Ministry of Education and Higher Education |
| National Curriculum | - The National Curriculum for England and Wales |
| K2 | - Kindergarten 2 (Reception Year in National Curriculum) |
| Authorised Absence | - Where a student is absent due to sickness and is genuinely unable to attend school, then the school, after being informed, may authorise a child's absence, any other authorised absence would be in exceptional circumstances only |
| Unauthorised Absence | - this applies to all absence unless authorised by the school principal |
| Exceptional Circumstances | - this could include the death or terminal illness of a person close to the family or a wedding/funeral of a close family member, a family holiday is NOT an exceptional circumstance. |
| Extended Leave circumstances | - an extended leave of absence due to exceptional circumstances |

4. RESPONSIBILITIES

- 4.1 the School Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Head of Education.
- 4.2 Heads of School have a responsibility to monitor attendance at either primary or secondary school and for individual students causing concern. Heads of School report to the Principal and work with parents to address any attendance issues.
- 4.3 Teaching staff are responsible for recording attendance accurately on a daily basis, using the correct codes, and submitting this information via the school attendance monitoring systems.
- 4.4 Support staff have responsibility in taking calls from parents regarding student absence and reporting and recording this information via the school attendance systems.

5. COMPLIANCE

Any matters concerning the implementation of this Policy in any particular school should be raised with the Principal with a view to reaching a mutually workable solution. Any matters of non-compliance should be raised with the Head of Education.