




Title : **Procedures for Managing
Attendance at Dukhan English
School**

Status : **Current**

Approval Date : **January 2023**

Department	Prepared by	Reviewed by	Approved by
QatarEnergy Schools			
January 2023	VHE/1	VHE	VH

*“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 procedural guidance has been developed by the Education Section (VHE) of the Human Capital Directorate (VH) and circulated for review by user departments before endorsement for use by the Executive Vice President (EVP) for Human Capital.

This document is published for use by the Education Section. This guideline provides support and guidance for implementation of the **Attendance Policy**.

The 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. on this guideline should be forwarded to the Head, Education Section.

1 PURPOSE

- 1.1 There is a clear link between poor attendance at school and lower academic achievement. This procedure 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.

2 SCOPE

- 2.1 This procedure document is designed to be shared with teachers and school leaders and is accessible to parents or relevant external stakeholders, on request.
- 2.2 It represents the current procedures for monitoring and dealing with punctuality and attendance.
- 2.3 The procedures outlined in this document represent the current practice at DES.

3 DEFINITIONS/ABBREVIATIONS

QatarEnergy Schools	–Dukhan English School, Mesaieed International School
VH	Executive Vice President Human Capital QatarEnergy
Senior Leaders	Members of the Senior Management Team of QatarEnergy schools
Head of School	Head of a QatarEnergy Primary or Secondary School
Staff Member	Any employee of QatarEnergy schools
Principal	Principal of a QatarEnergy school
QatarEnergy HR	Human Resources
ENC	English National Curriculum
AO	Attendance Officer

4 PROCEDURE

4.1 Punctuality

- 4.1.1 Students are expected to be in school, fully prepared for the school day, by 6.55am and to register with their Class Teacher / Form Tutor at 7.00am.
- 4.1.2 If students arrive after the register has been taken, teachers, tutors will mark students as late. If students arrive after registration/tutor time has finished, students must sign in at Reception.
- 4.1.3 Persistent offenders will be referred to the Phase Leaders for further action and parents will be notified accordingly.

4.2 Attendance

- 4.2.1 Form tutors / Class Teachers take an attendance register at 7.00am daily, using ClassCharts which is linked to SIMS. Additionally, in Secondary, class teachers record the class attendance for each lesson.
- 4.2.2 Parents are expected to telephone the school before 7.00am to explain all absences or inform the Primary class teacher via the class Team.
- 4.2.3 The Attendance team will contact parents if students have failed to arrive by 7.30am and notice of their absence has not been received. Parents of poor attenders may be called sooner.
- 4.2.4 Authorisation of absence in most circumstances requires a written note from parents; parents may use the study planner (Secondary) or the class Team (Primary) for this purpose.
- 4.2.5 The school will follow up all unauthorised absences by contacting home.
- 4.2.6 Persistent absence is reported to the Phase Leader/ Head of Year for further action.
- 4.2.7 When attendance continues to fall, the school invites parents for a meeting to address the problem, as this may be affecting academic performance.
- 4.2.8 Students with 100% attendance will receive certificates at the end of the academic year.
- 4.2.9 Attendance is reported for all students, through termly school reports.
- 4.2.10 In cases of chronic absence, a student's place at the school may be withdrawn at the Principal's discretion.

4.3 Long Term Absence

- 4.3.1 In Secondary school when students are absent, or likely to be absent, for more than one week on medical grounds, work is set and marked by staff by MS Teams/OneNote. On return to school, the student is fully supported.
- 4.3.2 In Primary school in cases where extensive absence is accrued for medical reasons or extenuating circumstances, work is arranged with parents by class teachers.
- 4.3.3 Permission for family holidays, public performances and productions outside of school must be sought in writing from the headteacher, by emailing (desattendanceofficer@qpschools.qa)

4.4 Family Holidays

- 4.4.1 Parents are strongly encouraged to support their child's learning by taking their annual leave outside of term time. QatarEnergy is supportive of our drive for good attendance, and will support applications for split leave, to ensure holidays can fall outside term time.
- 4.4.2 Permission for any family holiday must be sought in writing from the Attendance Officer (desattendanceofficer@qpschools.qa). A minimum of 2 weeks' notice should be given unless it is an emergency.
- 4.4.3 Only in exceptional circumstances will an annual family holiday be authorised, up-to 10 school days.
- 4.4.4 Extended absence for any students in examinations years (Y10 – Y13) will be particularly detrimental to the students' studies. Any requests for family holidays for students in these years will not be approved for students in Years 10 – 13 and will be recorded as unauthorised absence.

4.5 Monitoring Absence

- 4.5.1 Class Teachers / Form Tutors monitor attendance of students in their form/class and refer any attendance concerns to their Phase Leaders / Head of Year.
- 4.5.2 Phase Leaders / Heads of Year monitor known poor attenders.
- 4.5.3 Phase Leaders / Heads of Year monitor known students with persistent absence and take appropriate action, meeting with and counselling students, inviting parents to meetings, drawing up joint action plans for improvement.
- 4.5.4 If a student's poor attendance seriously undermines his/her academic achievement, the Principal may decide to implement one of the options below:
 - The student may be required to repeat the year.
 - The student (Secondary) may not be entered for external examinations.
 - The student may be permanently excluded from the school.

5 APPENDICES

Appendix i - Attendance Officer (AO) Role for Student Absences and Family Leave Requests

All requests from parents are logged on a monitoring sheet as soon as received by AO.

Any requests received by other members of staff to be forwarded to AO the same day

For every application please follow the procedures below:

- For any given academic year (August to June) please assess the number of days absent.
- Please copy HT/AHT/PL into every email correspondence and ensure that full parent email addresses are shared.

Family Leave

- For any requests where the number of days is 10 or less the AO will respond to the parents (in line with the current policy).
- Requests that go beyond 10 days absence and exceptional circumstances are cited, this must be approved and agreed with SLT.
- If parents ask for a number of days family leave exceeding the 10 authorised days, please approve 10 days and inform parents that the remainder of days will be unauthorised.
- Should 2 requests for family leave be received within one academic year and exceed the maximum 10 days approval, the additional days should be unauthorised.
- Should parents request family leave but their child/ren's attendance is below 90%, please refer these cases to SLT.

Generic Absences

These include, for example, sickness, medical appointments, embassy visits, unexplained days off, external examinations, religious ceremonies.

- Please monitor attendance percentages on a monthly basis for any children 90% and below and submit a report to the Phase Leader who will follow up every case.
- Regular weekly absences, e.g. every Thursday is off or frequent absences without an explanation need to be collated and sent through as a monthly report.
- Please address unexplained absences (N) on a weekly basis. There should be no N codes by the end of every week. Any parents that you are unable to contact, please pass on to the Phase Leaders.

Appendix iv – Primary: Rewards and Incentives

- Children in all year groups with 100% attendance will receive certificates at the end of the year
- Children in EYFS with 96% attendance or above will receive certificates at the end of the year
- The attendance of all students will be included on reports

Appendix v – Secondary: Rewards and Incentives

- Students in all year groups with 100% attendance will receive certificates
- The attendance of all students will be included on reports and all transcripts

Appendix v – Secondary Procedures

Morning registration

6.55am – Warning bell, students make the way to registration.

7.00am – Tutor time, registration opens and the register is taken promptly.

7.05am – Registration closes.

7.25am – Tutor time finishes, students depart for lesson 1.

School day:

07:00 - 07:25: Tutor Time

07:30 – 08:20: Period 1

08:25 – 09:15: Period 2

09:15 – 09:45: Break

09:45 – 10:35: Period 3

10:40 – 11:30: Period 4

11:30 – 12:00: Lunch

12:00 – 12:50: Period 5

12:55 – 13:45: Period 6

13:45 – 14:30: Clubs/House/Assembly

Late students

Any student who arrives to school after 7.25am must sign in at school reception and Classcharts will be updated.

If any student arrives late to school twice during the school week, an after-school detention will be issued.

Student Absence

If a student does not attend morning registration and is not registered during lesson 1, an contact will be made to the parent to inform them their child is not in school. Student absence will be recorded and monitored in line with school policy.

The data team will amend ClassCharts registration using the correct code for any student absence.

Strategies:

The school employs the following strategies to promote regular attendance:

- Each day begins with formal registration.
- Class register taken every lesson.
- Clear instructions to parents about notifying the school about absences.
- Clear arrangements for the application for family leave in term time.
- Communication to parents
- Attendance tracking systems.
- early intervention and parental contact.
- Attendance communicated on school reports.
- Effective pastoral systems to resolve problems that may be causing poor attendance.
- Alternative curriculum explored for students with attendance difficulties.
- Attendance reports.
- Use of a range of rewards to celebrate good attendance.