



Pupil Attendance and Punctuality Policy

This policy applies to all staff, pupils and parents in the school

1. Times of the School Day

Year Group	Beginning of the Day	End of the Day
PreSchool & Reception	7.00am Breakfast Club 7.45am – Arrival 8.0am – Registration	2.00 pm – Lessons Finish 2.00-2.45pm pm – Extra Curricular Activities 2.45-4.15 pm –After School Care
Year 1 - 11		3.30pm– Lessons Finish 3.30-4.15pm– Extra Curricular Activities 4.15-5.15pm – Academy or After School Care*

2. Attendance policy

Pupils need to be present at school to make the most of every learning opportunity available to them. Put simply, a pupil who is not present is not learning. Absence of any kind impacts on every child's learning potential. Prolonged absences can be detrimental to a child's schooling.

All pupils should have at least 95% attendance for the academic year. Pupils who fall below this expectation may have certain privileges revoked and may be prevented from participating in extracurricular activities, or from representing the school at events and competitions. Pupil attendance will be reviewed every two weeks. If attendance levels fall below 95%, parents will be contacted. The Principal may authorise absence for extenuating circumstances – these will still count in the pupil's overall attendance record for the year. Examples of such authorised absence are as follows:

- Illness of medical reasons supported by medical notes and certificates
- Religious observances
- Family emergencies

3. Types of Absence

3.1 Sickness

If for any reason your child is sick and unable to come to school, it is important that you contact the school to let them know. Please notify the school of your child's absence by 7.30am on their first day of absence via an email to the school reception at info@downehouseriyadh.com and your child's class or form teacher. The school Nurse will call to follow up on your child's sickness and discuss when they will be returning to school. A doctor's medical certificate may be required to confirm your child is ready to return to school.

3.2 Unauthorised Absence

An unauthorised absence is when children are absent but are not ill, not receiving treatment, on an authorised holiday or any other reason without gaining prior approval from the Principal. Unauthorised absences can be avoided by communicating with the school and being careful about keeping your child away from school unnecessarily.

Requests for non-educational absence during term time (including holidays) will not usually be approved and will be recorded as 'non-approved'.

3.3 Medical Appointments

Where possible, all appointments e.g., dentist and doctors, should be made outside of school hours. If time does need to be taken during school hours, a note in the Pupil Planner or an email should be sent to the class teacher or tutor notifying them of the details. Children who must leave during school time will be collected from their classroom by a member of the reception team and taken to the main reception where parents can collect their child.

3.4 Approved Absence

Approval for any planned absence for your child should be applied for in writing to the Principal at least 14 days before the planned absence. Any authorised absence is at the discretion of the Principal. Absence during term time is strongly discouraged. Holidays in term time will not routinely be authorised.

4. Procedures for children excused from PE/Sport

Any request to be excused from PE or swimming must be explained in a note from the parents.

A member of staff may use their discretion when a pupil requests to be excused from a lesson, but who does not have a parental note. Ordinarily, a pupil who has become ill during the day will have been sent to the nurse.

Parents who request a longer period for their child to be excused from PE/Sport, i.e., more than 2 weeks, must produce a formal letter from their doctor. This serves to verify the illness/injury and so prevent self-determined absence from physical education, whilst enabling the school to understand and assist with the child's recovery. If appropriate, a member of teaching staff will call parents to establish the nature and extent of injury and in some cases request a case conference with the child and/or their parent.

In most cases, a child who is excused from a lesson will be required to attend and watch the lesson with the rest of the class. Parents are expected to support this protocol. This protocol allows children to observe the work they are missing and recognises the limits of their illness but allows children to assist in a way that is inclusive.

It is our policy that any child considered to be well enough to attend school is well enough to take part in PE and outdoor playtime.

5. Attendance Procedure

The following flow chart outlines the procedure that will be followed with regards to attendance:

Class Teacher/Tutor monitors pupil attendance on a two weekly basis



Attendance falls below 95%
Note in Pupil Planner with a verbal mention and e-mail through iSAMS.
Monitor for four weeks.



Attendance falls below 90%
Phone call and e-mail through iSAMS
Parent meeting held with Class Teacher/Tutor.
Plan put in place Monitor for a further four weeks.



Attendance falls below 85%
Phone call and e-mail home.
Parent meeting held with Head of Year.
This is logged on child's attendance report.



Attendance falls below 80%
Phone call and e-mail through iSAMS
Parent meeting with Deputy Head Operations
Put in plan to increase attendance. Parents reminded of potentially not being able to progress to the next academic year if attendance continues to fall.



Attendance falls below 75%
Parent meeting with the Principal
Normally a pupil is not permitted to progress to next academic year

6. Absent from school procedure

If a pupil is unable to attend school on a given day due to a family emergency or illness, the parent should email info@downhouseriyadh.com or telephone the school before 8am on the day of absence (Tel: 0598008585)

An indication of the duration of the absence should be given and contact should be made on each subsequent day of absence. If the school receives no notification for a pupil's absence the school will send a message informing parents that their child is not at school. For medical absences to be excused, a medical note must be provided upon the pupil's return to school. This must be handed in to the Nurse in the Health Centre.

In situations where parents know that a pupil will be absent from school, written notification should be provided. It will be at the discretion of the Principal whether the absence is excused or unexcused. Term dates are published on the school's website and it is expected that these are adhered to. Excessive levels of absence may lead to pupils being placed on attendance report or being asked to leave the school.

7. Punctuality policy

Children who arrive at school after 8:10am are asked to report to the school office where they will pick up a Late Slip and be recorded as late on the school register.

Being on time to school and class is an important aspect of being an effective learner. Lateness to school and class disrupts learning, both for the pupil who is late, as well as pupils who are already in class. As with attendance, punctuality will be reviewed every four weeks and, if necessary, sanctions will be issued to pupils who are excessively late. Pupils who arrive late (8:10am) to school must sign in before proceeding to class. Pupils who are late for a genuine reason, such as a medical appointment or a family emergency, must bring a written note with them when signing in. Wherever possible, this should be an official appointment card.

In the Pre-Prep school, most of the core subjects are studied first thing in the morning, so it is particularly important for pupils to be on time if they do not want to miss out on important learning. Families are responsible for getting their children to school on time.

Downe House Riyadh takes punctuality seriously and a careful record of will be kept for each child. For parents, it is worth considering the following number of minutes missed over a month:

Number of minutes Late each day:	x 180 (number of school days in the academic year)	Number of Hours of Learning missed:	Number of full school days missed:
0-5	900 minutes	15 hours	3 full days
5-10	1,800 minutes	30 hours	6 full days
10-15	2,700 minutes	45 hours	9 full days
15-20	3,600 minutes	60 hours	12 full days
25+	4,500+ minutes	75 hours+	2 weeks+

At the end of the school day, children will only be dismissed to their parent or a named, authorised adult. If there is a change to the routine for any reason, it is essential that you let the School Office know by email, so that staff who are dismissing can be advised of changes. If an adult not known to the school is to collect your child, details must also be given in writing to his or her class teacher and identification may be requested.

8. Policy History

Date of adoption of this policy	August 2022
Date of last review of this policy	August 2022
Date for next review of this policy	June 2023
Policy owner (SLT)	Deputy Head
Policy owner (Chair of the Board)	Board