



Downe House  
Riyadh

# DHR Attendance Policy

## Policy Statement and Guidelines

Policy Date: September 2023

Last Review Date: September 2024

Next Review Date: September 2026



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## **RATIONALE**

This policy needs to be read in conjunction with the school's Safeguarding Policy document and Parent Handbook.

**We believe for children to learn most effectively, it is essential that they attend school on a regular basis, and the role of Downe House Riyadh is to ensure that this occurs wherever possible.**

## **PRINCIPLES**

At DHR we will:

- Enable continuity and progression of teaching and learning through good attendance.
- Encourage good attendance through a positive and secure learning environment.
- Promote the importance of good attendance and celebrate success with parents and carers.
- Work in partnership with parents and carers to facilitate good attendance.

## **AIMS**

1. To ensure families feel confident to send their child to school, as a result of secure risk assessments and ongoing clear communication.
2. To provide a means by which the school can record and monitor attendance of the pupils/students and to intervene positively as required.
3. To have systems of following up all absences so that we can be clear which are approved, explained and unauthorised.
4. To provide clear protocols on absences within school terms.
  - Term time leave of absence should fall under specific categories of sickness, family emergency or Haj.
  - Generic family holidays during term time are not authorised. Absence due to early travel, or late return to school where this overlaps with published school dates, will also be recorded as unauthorised
  - The school cannot grant extended leave of absence, except in exceptional circumstances.
5. To ensure that all absences are correctly identified, and clear distinctions are made which take into account the pupils/students' individual needs.
6. To ensure the school's safeguarding policy is upheld and fully adheres to the protocols determined to keep all children safe.
7. To provide the appropriate support for pupils and families in relation to attendance and wellbeing.



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**ROLES and RESPONSIBILITIES**

**Class Teacher / Form Tutors will:**

- Register pupils at 7:45am. Mark each pupil either present or absent – leave no blanks. Keep the register open until 8.00am. If pupils arrive after 8:00am while register is open mark them 'Late' (L).
- Submit the register no later than 8.15 am.
- Staff will be informed of any messages as to why child in their class is absent.
- Stress to pupils the importance of being present and not missing school.
- Liaise with the Deputy Head Pastoral / Phase Leaders / Attendance Lead about any pupils whose absences concern you.
- Discuss attendance with the child's family Parents Evenings as appropriate, or at specific meetings arranged by the Principal /Deputy Head Pastoral / Phase Leader if required.

**Admin Team:**

- Sign in pupils who arrive after 7:45am using the School Sign in inventory, following doors being closed.
- Ensure all registers are completed by 8:30am and communicate with teachers regarding any gaps or errors in the registration process.
- Ensure all pupils are marked either present or absent and update system throughout the day as appropriate.
- Check all absences have a reason provided.
- 8:30 – 8:45 student supervisors team contact parents regarding absence and then Notify the class teacher/ Form tutor if contact with home is made.

**Student Supervisors /Attendance Officer will:**

- Contact parents of PA (persistence absence) pupils on each day of absence.
- Contact parents on each day of absence where no contact is made with school.
- Contact and follow up with the relevant staff members including Key stage leads and school Leaders.
- Ensure attendance procedures are followed.
- Compile a list of the PA (persistent absence) pupils each half term and share with Principal and Senior Leadership team
- Provide Principal and Vice Principal with half termly attendance data and statistics.
- Provide half termly 90% attendance list for Principal and Heads of schools.

**Pastoral Leads (Heads of Year / Wellbeing lead / Key Stage Leads ) will:**

- Meet with parents and pupils about attendance concerns.
- Liaise with Phase Leaders regarding concerns about attendance.
- Keep abreast of current legislation and developments regarding attendance and Truancy.
- Monitor progress in whole school attendance.
- Monitor implementation and effectiveness of attendance procedures.
- Develop attendance procedures and practice within the school.



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## **Types of Absence**

### **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](mailto: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.

### **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, send a message on Class Dojo or in the Pupil Planner to notifying the class teacher or form tutor 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.

### **Approved Absence for other circumstances**

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. Usually approved absences for other circumstances are limited to close family emergencies or bereavement. Haj pilgrimage will be given approval.

### **Unauthorised Absence**

An unauthorised absence is when children are absent but are not ill, not receiving treatment, on an authorised absence or any other circumstance 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'.

### **Remote Learning access if absent**

Downe House Riyadh is an in-person school, and as such, we do not routinely provide remote learning for students who are absent from school. Learning is designed to take place within the classroom through direct teaching, discussion, practical activities, and interaction with peers and staff.

In exceptional circumstances, where a student is absent for a prolonged period due to reasons beyond their control, the school may consider providing appropriate learning support on a case-by-case basis. Any such arrangements will be at the discretion of the school and will depend on the individual circumstances and the student's ability to engage meaningfully with the support provided.



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<b>Downe House Riyadh</b>	
Doors in Reception open	7:30am
Senior Leaders and staff on duty to meet and greet pupils	7:30am
Class teachers in classrooms greeting children	7:30am
Registration begins	7:45 am
Late mark given (see late policy Secondary )	7:50am
Registers close and submitted	8:15am
Admin team to check all registers are submitted	8:30am
Admin team contact parents regarding absences	8:30am – 8:45am

**What a child's attendance figure means as learning time lost**

<b>Attendance Figure</b>	<b>Days absent by the end of the school year</b>	<b>School time missed by the end of Year 11</b>
100%	0	0
95%	10	¼ of a year
90%	20	½ of a year
85%	30	¾ of a year
80%	40	a whole year

**Every minute counts**

<b>Times late</b>	<b>Time lost</b>
5 Minutes	3 days
10 minutes	6.5 days
15 minutes	10 days
20 minutes	13 days
30 minutes	19 days



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### Impact of absences on life chances

Attendance percentage	Sessions absent by the end of the school year	School time missed by the end of Year 11	Impact on learning
100 – 96%	0 - 19	0 – 105 days	<b>Good</b> Best chance to celebrate success
95 – 92%	20 – 37	106 – 208 days	<b>Worrying</b> Less chance of celebrating success. Makes it harder to make progress.
91% and lower	38 and more	More than 209 days	<b>Serious Concern</b> Will impact significantly on attainment and progress