YAA Attendance and Punctuality Policy K-12

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Yas American Academy Attendance and Punctuality Policy K-12

1.0   Rationale and Purpose

At Yas American Academy every day counts towards the holistic development of your child. As staff members, we work tirelessly to encourage and reward good attendance and punctuality. We will reward our top attending classes in our weekly celebration assemblies whereby they receive the 'Dance' teddy mascot for the week as well as our top attending students who will receive an attendance certificate and celebration in the termly attendance assemblies. Attendance is a critical factor in a productive and successful school career.

2.0   Policy Statement

Yas American Academy actively promotes and encourages 100% attendance for all pupils. We aim to ensure that students arrive at the academy on time. We strive for attendance that is consistently outstanding for all year groups.

The Ministry of Education and ADEK's view on attendance has been considered in drawing up this policy.

- Outstanding – 98% and above
- Good – 96%
- Acceptable – 92%
- Unacceptable – below 92%. These students will be provided with support and interventions to raise attendance (as explained below). Still, they will be put forward for consideration to withhold graduation from the current Grade level due to significant learning time being lost.

The leadership team will review any student's enrolment place at YAA who falls below 92%, this will be communicated with parents.

3.0   Roles and Responsibilities

3.1   Parental Agreement

Parents, students, and the academy must work together to improve and maintain high attendance and punctuality rates. The responsibilities of the parents include:

- Following the school's procedures as detailed in the policy.
- Actively promoting their child's attendance and punctuality and abiding by the times set by the academy for the start and end of the school day.
- Communicating with the school and providing the necessary evidence if a pupil is absent or has a medical appointment.
- Understanding and upholding the academy policy that states that continued lateness and absenteeism will result in measures that will affect the choices of the student's enrolment for the following year.
- The attendance and punctuality policy and the expectations of attendance and punctuality will be shared at the start of each academic year and with new families.

3.2   Leadership Team

- Responsible for the school's policy and procedures and may delegate aspects of its day-to-day implementation and management to the pastoral leadership team.
- Monitor and analyze attendance and punctuality data and provide interventions where needed
- Promote initiatives and rewards for high-attending students
- Analyze any safeguarding or child protection concerns relating to persistent absence.

3.3   All Staff

- Ensuring that the policy and procedures are followed, and consistently and fairly applied.
- School Registers are formal documents and should be marked with accuracy at the beginning of the morning and afternoon registration for K-Grade 5 and for each lesson for Grades 6-12.
- The register information is used by school administration staff to contact parents about absences. It is essential therefore that class teachers and tutors ensure that register records are accurate.

3.4   Secondary Students

Secondary students will be expected to take responsibility for their attendance and punctuality and will be made fully aware of the school policy, procedure, and expectations.

4.0   Punctuality, Attendance, and absentees

Start of the School Day	
Phase 1	**Phase 2**
• All students are strongly recommended to arrive to school between 7.30am and 7.40am. • Morning activities are from 7.30am to 7.45am. During this time, register is taken by the homeroom teacher and the National Anthem is played at 7:40am. • Between 7.45 and 8am, children will be marked as 'Late on Campus' or 'Absent Unauthorized'. • Anyone who arrives in reception area from 8am onwards will be marked as 'Late on campus' from reception.	• All students are strongly recommended to arrive to school between 7.15am and 7.30am. Morning activities are from 7.30am to 7.45am. • During this time, register is taken by the homeroom teacher and the National Anthem is played at 7:40am. • Between 7.45 and 8am, children will be marked as 'Late on Campus' or 'Absent Unauthorized'. • Anyone who arrives in reception area from 8am onwards will be marked as 'Late on campus' from reception.

Phase 3	Phase 4
• All students are strongly recommended to arrive to school between 7.30am and 7.40am. • Lesson 1 begins at 7.45am. At this time, register is taken by the class teacher and the National Anthem is played at 7:45am. • Students will then be marked as late if they arrive to their first class after the National Anthem is played or 'Absent Unauthorised'.	• All students are strongly recommended to arrive to school between 7.30am and 7.40am. • Lesson 1 begins at 7.45am. At this time, register is taken by the class teacher and the National Anthem is played at 7:45am. • Students will then be marked as late if they arrive to their first class after the National Anthem is played or 'Absent Unauthorized'.

After 8.30am, the Admin team will contact parents via phone call for any 'absent unauthorised'. Admin team must update Engage.

NB- 'absent unauthorised' is only to be used when we have had no reason given by the parents for the absence. The homeroom teacher or admin team will alter the register accordingly if we have been informed of an illness, medical appointment, etc.

If the first class teacher is absent the children will be registered by another member of staff as organised by the Head of Department/Head of House.

5.0. Registration throughout the day

Registration throughout the day	
Phase 1	**Phase 2**
• The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day. • When a homeroom teacher sends their class to a specialist teacher, they must inform them of how many children are present and which children are absent. • The specialist teacher must confirm this by completing their own register at the start of each lesson. **The afternoon register will be synched to the morning register for accuracy. It is the homeroom teachers responsibility to check this is accurate by doing a head count and checking the names on the board.**	• The names of any children who are absent must be written on the board at the start of each day along with the total number of students present that day. • When a homeroom teacher sends their class to a specialist teacher, they must inform them of how many children are present and which children are absent. • The specialist teacher must confirm this by completing their own register at the start of each lesson. **The afternoon register will be synched to the morning register for accuracy. It is the homeroom teachers responsibility to check this is accurate by doing a head count and checking the names on the board.**
Phase 3	**Phase 4**
• Classroom teachers will take the register at the start of each lesson. Reception and HoG will be notified if a student is missing who was previously registered as present during the day. • Pastoral team will then chase up student to ensure safety.	• Classroom teachers will take the register at the start of each lesson. Reception and HoG will be notified if a student is missing who was previously registered as present during the day. • Pastoral team will then chase up student to ensure safety.

5.1 Exit/ Entry to the School during the day

If a student needs to leave during school hours, reception must be notified by parents via email/phone call in advance. Students must sign in and out of the school at the main reception and must not leave without authorization. Parents must only communicate via reception. If students use their phones or emails to contact home, this will be dealt with through the behaviour policy.

6.0. Planned Absence

Planned Absence
Planned absence during term time is actively discouraged by the Academy due to the impact on a student's academic progress. A planned absence during this time may not be approved based on the child current attendance record.   Applications for any period of absence should be made on the leave of absence request form and submitted to the Principal of Elementary/Secondary for approval.   Permission will be given for valid reasons only such as a serious medical issue or a family emergency. The Academy will evaluate requests on a case-by-case basis and all requests made should include supporting documents.   Please note, the Academy **does not** authorise holidays during term time.   Parents will be sent the term dates as soon as these are known in order for them to arrange their holidays without disrupting their child's education. This includes the return dates at the start of the academic year and after holidays.

6.1 Reporting Absence

First day of absence
- Where absence is unknown, the school's admissions officer will send an SMS home to notify parents of their children's absence.
- Parents need to inform the school of the reason for absence.

Second day of absence
- All unknown absences will be followed up with a phone call from the attendance officer and reminded that if a third day of absence occurs, then a medical note must be provided to authorize the absence. If not, Absence will be unauthorized.
- Parents need to inform the school of the reason for absence.

- Homeroom teachers to do a well-being check-in once the student arrives back to school.
- Where there are attendance concerns, parents may be invited in for a meeting to discuss the situation with Pastoral staff.

Third day of absence
- On the third consecutive day of absence, a **medical note is required** to authorize the absence. This can be in the form of a prescription or a doctor's certificate.
- Where a student has persistent absence concerns, a meeting may be arranged with the parents or with the Head of Year.
- Parents need to inform the school of the reason for absence.

7.0   Rewards to Promote the Importance of Good Attendance at School

Individual Rewards	Class Rewards
100% Attendance certificates will be given at the end of each term in the termly attendance assemblies and a special reward for children who have 98% and above for the whole year.	The 'Dance' teddy mascot will be presented to the class with the highest attendance rate and celebrated in the weekly celebration assembly.
Letters to parents will be sent personally from the Principal of Elementary to celebrate the children's attendance.	Termly reward events for each class will be organised and planned for to celebrate the winning class with the highest attendance of the term such as 'Pizza party' afternoon.
Termly reports will be an opportunity to celebrate the child's attendance.	
Parent evenings will be an opportunity to celebrate the child's attendance.	

8.0   Rewards to Promote the Importance of Good Punctuality at School

Individual Rewards	Class Rewards
Individual children will be presented with a punctuality token by the School Council during the morning on Gate A, B and C. The tokens will handed into the homeroom teachers in exchange for House Points.	The 'Punch teddy mascot will be presented to the class with the highest punctuality rate and celebrated in the weekly celebration assembly.

9.0   Interventions/Procedures to improve Attendance and Punctuality at School

Phase 3 and 4
- Late SMS text sent daily - Daily contact for absences - Weekly contact from HoH for multiple absences - Formal letters sent for Attendance and Punctuality every mid-term - Lunch refocus for 2 lates per week - After school refocus for 3 lates per week

Attendance Percentage	Lessons Missed	Responsible	Responses	Acknowledgement / Success	Daily Actions	Weekly Actions	Termly Actions	Overview
100% - 98%	4 days 24 lessons	Homeroom teachers	1. Homeroom teachers celebrate during Homeroom sessions. 2. Homeroom acknowledgements given (100% weeks) 3. Punch and Dance data is shared with students in Homeroom. Highlighting students who are bringing up/down these figures. 3. Homeroom teacher tracks to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 98% based on PBA weekly report.	1. 100% week acknowledgements 2. Emails home for outstanding attendance. 3. Loyalty signatures for excellent attendance and punctuality. 4. 100% shout outs in Grade assembly. 5. Eligible for rewards trip	1. First day absence text and/or call 2. Importance of attendance mentoring through conversations/assemblies 3. Celebrate 100%	1. Homeroom conversations using weekly report data. 2. Punch and Dance highlight in each whole school assembly 3. Update Grade noticeboard to highlight students with 100% (Grade lead)	1. Grade Lead/SLT arranges rewards trip for 100% attendance. 2. SLT phone call, certificates, vouchers, parent reward, Homeroom group reward, breakfast. 3. Homeroom Attendance monitoring through Pastoral academic counselling.	HEAD OF SCHOOL/HEAD OF PASTORAL/ HEAD OF GRADE

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Attendance	Days	Weeks	Roles	Monitoring/Contact	Acknowledgement	First Day Calling	Updates	Rewards/Meetings
96% - 97.9%	9 days	2 weeks	Homeroom Teachers, Head of Grade, Attendance Officer	1. Homeroom teacher tracks to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 95% via mentoring conversation 2. Homeroom teacher to contact parents; letters, phone calls 3. Head of Grade to contact parents; letters, phone calls 4. Attendance Officer contact parents of students whose attendance is at risk of falling below 95% (at risk of below school target letter)	1. Celebrate on or above school target 2. Acknowledge in planners for 100% weeks with loyalty signature. 3. Positive note in the planer for parents 4. Eligible for reward trip.	1. First day calling for all 2. Second day call from Attendance Officer.		1. Grade Lead/SLT arrange reward trip for suitable/improved attendance. 2. SLT and Attendance Officer panel meetings 3. Homeroom Attendance monitoring 4. Homeroom attendance panel with parents to discuss at risk of falling below 95%. 5. Homeroom Attendance monitoring through Pastoral academic counselling.
92% - 95.9%	15 days	3 weeks	Homeroom Teachers, Head of Grade, Attendance Officer, SLT	1. SLT to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling below 92% 2. Rewards system in place to improve attendance above 95% 3. SLT parental Contact; letters and phone calls 4. Formal attendance impact letter for Director of Academic Studies/Curriculum. 5. Attendance Team medical evidence request 6. Pupil progress review. 7. Parent Contract for 3 month period to ensure attendance doesn't drop below 'unacceptable' threshold of 92%, with intent to fast track to blocking enrolment for next academic year.	1. Acknowledge in planners for 100% weeks. 2. Positive note in the planer for parents to acknowledge improvements. 3. Acknowledgment letter for reaching 96% - 97.9% group. 4. Loyalty signatures for improved attendance. 5. Eligible for rewards trip with significant improved attendance.	1. First day calling for all. 2. Reminder of consequences for attendance not improving delivered to parents. 3. Attendance mentoring/tracking system conversation acknowledge or sanction.	1. Homeroom conversations using weekly report data. 2. Head of Grade PowerPoint in assembly 3. Update Grade team notice board to acknowledge 100% or improved attendance. 4. Parental contact updating attendance improvements or challenging no improvement 5. Update Parent contract spreadsheet – weekly tracker of attendance on Attendance/Punctuality tracker.	1. Parent Information Event targeting these parents/students. 2. SLT phone call, certificates, vouchers, parent reward, Homeroom group reward, breakfast for improved attendance. 3. SLT/Inclusion/Attendance Officer Pupil panel meetings 4. Homeroom Attendance monitoring 5. Homeroom Contact with home to all students at 94% - 94.9% to discuss school target and link to underachievement

90% - 91.9%	19 days	4 weeks	SLT, Head of Grade, Attendance Officer	1. SLT/Attendance Officer to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling further. 2. SLT/Attendance Officer parental contact; letters and phone calls – review contract in place looking to block enrolment. 3. First call list. 4. Safeguarding log on CPOMS where appropriate 5. SLT/Attendance Officer Panel Meeting 6. Attendance officer prepares student file for HQ review meeting.	1. Acknowledge in planners for 100% weeks 2. Positive note in the planer for parents to acknowledge improvements 3. Acknowledgment letter for reaching 92% - 95.9% group. 4. Removal of contract letter if attendance gets above 92.5%.	1. First call list in morning. 2. Police notified of prolonged absence for safe and well-being check. 3. Home visit where appropriate. 3. Attendance mentoring/tracking system conversation acknowledge or sanction 4. % of students split between SLT lead	1. SLT data conversations with parents/carers 2. SLT attendance PowerPoint in assembly 3. Parental contact updating attendance improvements or challenging no improvement 4. Update Parent contract spreadsheet – weekly tracker of attendance	1. SLT Leader & Attendance Officer panel meetings 2. SLT Leader & Attendance Officer Attendance monitoring 3. SLT review with HQ regarding improved/reduced attendance.	

| 90% Below | 29 days
6 weeks
174 lessons | SLT, Head of Grade, Attendance Officer | 1. SLT/Attendance Officer to monitor, celebrate improvement in students attendance or address students whose attendance is at risk of falling further.

2. Referral into Inclusion Team

3. SLT and Attendance Officer attendance Panel for those students who can get out of PA

4. Attendance officer presents student file for HQ review meeting.

5. Student catch up session requirement. | 1. Acknowledge in planners for 100% weeks

2. Positive note in the planer for parents to acknowledge improvements

3. Acknowledgment contact for improving attendance above 90%

West Yas Academy - Attendance Letter - Level 1.docx

West Yas Academy - Formal Attendance Letter.docx | | | 1. Weekly contact from SLT/Attendance Officer.

2. Regular review of Safeguarding concerns and liaising with relevant authorities.

3. Review with HQ for enrolment. | |