

**POLICY NUMBER:**

**OWNER:** HEAD OF SCHOOL (PRI + SEC)

**DATE OF ISSUE/LAST REVIEW:** AUGUST 2026

**REVIEW DATE:** AUGUST 2027



مدرسة المنتزة الإنجليزية  
PARK HOUSE ENGLISH SCHOOL

## ATTENDANCE AND PUNCTUALITY POLICY

### RATIONALE

Regular and punctual school attendance is important. Students need to attend school regularly if they are to take full advantage of the educational opportunities available at Park House English School. Park House English School fully recognises its responsibilities to ensure students are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all students registered at this school and this policy is made available to all parents/carers of students who are registered at our school on our school website.

Although parents/carers have the responsibility for ensuring their child's good attendance, the staff at our school work together to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Students who are persistently late or absent soon fall behind with their learning. Students who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age-related learning expectations. A student whose attendance drops below 95% (including authorised absences) each year will, over their time at either primary or secondary school, have missed two whole terms of learning. In addition, students who are late to school miss out on learning and lesson time, key information and important notices.

### AIMS

This attendance policy ensures that all stakeholders in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all students, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and students of the importance of uninterrupted attendance and punctuality at every stage of a students education.
- Ensure that our policy applies to EYFS, KS1, KS3, KS4 and KS5 students in order to promote good habits at an early age.
- Work in partnership with students, parents / carers and staff so that all students realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which students feel safe, secure, and valued, and encourage in students sense of PRIDE in their own responsibility.

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- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

**We maintain and promote good attendance and punctuality through:**

- Raising awareness of attendance and punctuality issues among all staff, parents /carers and students.
- Ensuring that parents / carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, students and staff on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance and punctuality
- Developing and implementing procedures to follow up non-attendance at school.

## PROCEDURES

### Definitions

#### Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones or emails the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

#### Unauthorised absence

- An absence is classified as unauthorised when a student is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a student is away from school without good reason, even with the support of a parent.

### Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents / carers and students.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school. (Parents / carers with children who are absent from school will receive an email or phone call when a student is absent unless school has been notified of the absence in advance).
- To inform parents/carers what constitutes authorised and unauthorised absence.

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- To strongly discourage unnecessary absence through holidays taken during term time
- To work with parents to improve individual child's attendance and punctuality
- Parents / carers with children who are absent from school will receive an email or phone call when a student is absent unless school has been notified of the absence in advance

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### Form Tutor/Class Teacher

Are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents/ carers
- Informing the Progress Leader in secondary and the Deputy/Head of Primary School where there are concerns and acting upon them
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted on ISAMs
- Discussing attendance issues at consultation evenings where necessary

### Management

Management are responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised

### Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents/carers regarding absence
- Ensuring that absence on ISAMs /Late Book is completed
- Contacting parents of absent students where no contact has been made.
- Recording details of students who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents/ carers and reporting concerns to the Headteacher
- Sending out standard letters regarding attendance

### Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)

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- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any students reluctance to come to school so that problems can be quickly identified and dealt with.

## Registration

Students are allowed on site from 7am for an optional playtime (Primary) and to wait in the courtyard (Secondary) and all of the school doors open by 7.25am for the students to enter the school building. This time is sufficient for all students to come into the school building and await entry to their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any student who is absent must be recorded at the beginning of the morning session. The attendance register must be completed by the class teacher by 7.45am. (Present, Absent or Trip will be coded by the teacher). Late students will entered as **late** by the member of staff in the front office (or by the class teacher in Secondary).

All attendance records are documented using ISAMs software, which is supported by the International Schools Partnership. Attendance registers are legal documents and will be used in case of emergency procedures.

An email will be sent to the parents/carer's email address logged on ISAMs for all absent student unless we have been given prior notice.

## Lateness / Late Procedure / Late pick up

Our school will undertake to follow the following procedures to support good punctuality:

- Registration / Period 1 (secondary) for all pupils starts at **7.30am**.
- In Primary, students will be registered by their class teacher at all times unless arriving after **7.35am**. In this instance, they must register at reception. Students arriving from 7.35am or later will be marked as late by the member of staff at the front office and a late slip will be issued to the child and presented to the class teacher.
- In Secondary, students will be registered by their Period 1 teacher at all times unless arriving after **7.30am**. In this instance, they must register at reception.
- In Secondary students arriving from **7.30am** or later will be marked as late by the member of staff at reception and a late slip will be issued to the student, they will be expected to attend a late detention in S3 at first break on the same day and present the late slip to the duty member of staff. Failure to attend will lead to an after-school detention. Failure to attend will result additional breaktime detention being added.
- The school day ends at 12om for nursery students and 2.10pm for the rest of the school ECAs run until 3pm on (some exceptions are made) students are expected to be collected on time if they are not parents/carers will be contacted by a member of staff.

Students who have attended a dentist or doctor's appointment and subsequently come to school later than **7.30am** will have the absence recorded as a medical absence.

Where there have been persistent incidents of lateness (over 5% of the child's attendance) and late pick up parents/carers will receive an email advising them of the concerns and will be reflected in the student's school reports.

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The school will provide opportunities for parents/carers to seek advice to address these issues however persistent lateness and late pickup can result in a child's place Park House School being withdrawn.

**School lateness consequences.**

- A student who arrives late to school will be recorded as such on the school's Management Information System.
- Lateness to school will result in students receiving consequences as indicated in the Behaviour Policy and Attendance and Punctuality Policy
- **Exceptions:** Any students with medical notes or prior permission granted from the school in consultation with parents / carers.

**Absences**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence. To contact the school, parents/carers should send an email to [primaryadmin@parkhouseschool.com](mailto:primaryadmin@parkhouseschool.com) for EYFS and Primary students and [secondaryadmin@parkhouseschool.com](mailto:secondaryadmin@parkhouseschool.com), or call +974 44683800.

All absences are recorded as either authorised or unauthorised absences on the computer. It is important that we receive accurate information from parents/carers with reasons for the student's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head of schools have the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a student's absence then we send an email requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence.

**First Day Contact**

Where a student is absent from school and we have not received any verbal or written communication from the parent/carer, then we initiate a first day contact process by sending an email informing parents/carers of their child's absence. Office staff check all of the registers from 8.00am to 8.30am on a daily basis, to identify those students who are absent.

**Long Term Illness**

When children have an illness that means they will be away from school long term with medical certificates, the school will do all it can to send material home through Microsoft Teams, so that they can keep up with their school work.

**Addressing Attendance Concerns**

The school expects attendance of at least 95%. **This includes any authorised absences.**

It is important for children to establish good attendance habits in their school career. It is the responsibility of the school to support good attendance and to identify and address attendance concerns promptly. At Park House English School we rely upon parents / carers to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

**At the end of each half term a review of attendance and punctuality is completed. Parents/carers of any student with below 95% attendance will be contacted.**



## Monitoring Attendance

Our office staff, has the responsibility for ensuring that all of the attendance data is accurately recorded on the ISAMs attendance software. Regular meetings are held with management to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

## Attendance Review Meetings

Attendance review meetings will take place each half term. The following criteria has been agreed upon.

|                                                               |                                                                                                                                                                          |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100% for the whole year receives a special Head Teacher Award |                                                                                                                                                                          |
| 100%                                                          | PRIDE reward issued to student and recorded on ISAMs                                                                                                                     |
| 95% to 99%                                                    | Verbal praise received                                                                                                                                                   |
| 90% to 94%                                                    | Emails sent parents/carers. Poor attendance discussed with student in KS2-5 and recorded as a concern on ISAMs                                                           |
| Below 90%                                                     | Email/ Letter of concern and Attendance Meeting with parents/carer to discuss poor attendance. Recorded on ISAMs. This is reviewed half termly for signs of improvement. |

## Attendance Meetings

In cases where a student's attendance is of concern, parents / carers of students will be asked in to school for an Attendance Meeting with the student's Progress Leader/ Deputy/Assistant/ Head of Primary.

### Stage 1

At the end of the **first half term** concerns about attendance below 95% are raised with parents/carers via emails which are sent home and students will also be spoken to in KS2-5 and recorded as a concern on ISAMs.

### Stage 2

By the end of the **first term** a review is conducted and if this has not improved but at least 5% a meeting will be held with parents/carers and formal letter will be sent home (via email) with the potential of withdrawing of a child's place at Park House School. There will be opportunities for the parent/carer to discuss reasons for absence and advice can be given by the school with the aim to improve attendance.

### Stage 3

At the end of **1<sup>st</sup> half of term two** a final meeting to inform parents /carers/ students that attendance is at a critical level and that entry into Park House English School for the next academic year cannot be guaranteed. A formal meeting and an official letter issued and acknowledged by parent/carer. This will be added to the student's official school file.

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## APPENDICES

### Attendance email stage 1

Dear Parents/Carers,

We are writing to express our concern regarding your child's attendance, which currently stands at \_\_\_\_%. This falls below our expected attendance level of 95%, as outlined in our Attendance and Punctuality Policy.

Regular and punctual attendance is vital for your child's academic progress and overall development. Attending school consistently enables students to fully engage with the educational opportunities provided, ensuring they receive the maximum benefit from their learning experience at Park House English School.

If your child's attendance does not improve and reaches critical level of below 90%, your child placement will not be guaranteed for next academic year.

Therefore, we kindly request your assistance in helping to improve your child's attendance in the upcoming term. Thank you for your ongoing support and cooperation in this matter.

Kind regards,

Mrs N Hilton  
Head of Primary

### Attendance letter number 2

Dear Parents/Carers,

Thank you for attending the meeting in relation to your child's attendance. As a reminder I must inform you that your child's current attendance remains at a critical level of \_\_\_\_%. This is significantly below our school's expected attendance of 95% and indicates ongoing concern.

As outlined in our Attendance and Punctuality Policy, continued attendance below 90% places your child's place at Park House English School for the next academic year at risk.

In the meeting we agreed an improvement plan this included:

- 1
- 2
- 3
- 4

Regular and punctual attendance is essential for your child's academic progress, social development, and wellbeing. We urge you to work closely with us to ensure immediate and sustained improvement.

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Thank you for your cooperation and for prioritising your child's education.

Kind regards,

Mrs N Hilton  
Head of Primary

### Attendance letter number 3 – Final Warning

Dear Parent/Carers,

Following on from our meeting, this letter is to inform you that your child's attendance is at a critical level as outlined in our Attendance and Punctuality Policy. Currently, to date your child's attendance is at \_\_\_\_%. Regular and punctual attendance is vital for your child's academic progress and overall development.

As discussed, if your child's attendance does not dramatically improve their entry into Park House English School for the next academic year cannot be guaranteed.

To acknowledge the receipt of this letter and your understanding of its contents, we kindly request that you sign and return the attached acknowledgement slip. Thank you for all your support and cooperation.

Kind regards,

Mrs N Hilton  
Head of Primary

-----Acknowledgement Slip-----

I/We have received and read the letter regarding our child's education at Park House English School. We understand the school's decision. We acknowledge that if our child's attendance does not dramatically improve, we will not be able to continue at the school for the next academic year.

Parent/Guardian Signature:

Date: