



GEMS Wellington مدرسة جيمس ولينغتون
International School انترناشيونال

Attendance and Punctuality Policy

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Policy Statement

At WIS we believe that high attendance is directly linked to high attainment, active engagement and educational fulfilment. Student attendance at GEMS Wellington International School is expected to be over 94%, with students striving to achieve 98% or higher.

High attendance and positive punctuality are key in enabling students to make the most of their learning opportunities as they prepare to succeed in life by accessing higher education and future employment. As a school we aim to support students in maximising their attendance and punctuality records as they strive for excellence in all that they do.

We believe that punctuality displays respect for people, time and opportunities. All students should have passed through the entrance gates by 7.35am and be seated in their classroom before the National Anthem sounds at 7.40am. The role that parents play in achieving this is important and support is appreciated.

This policy is intended to provide the framework for continuous improvement in attendance and punctuality and in correlation, every students' outcome at GEMS Wellington International School. This policy sets out to inform students, parents and staff of the expectations and support for monitoring and intervention with a consistent approach across the School.

Attendance and punctuality data on SIMS allows us to monitor individuals in classes and year groups to intervene as appropriate. Students should understand expectations, monitor and evaluate their own attendance - which in turn, will increase the likelihood of achieving or exceeding targets, academically and holistically.

We expect students to:

- Attend school at every available opportunity during term time
- Arrive to school on time every morning (learning starts at 7.40am)
- Be on time to all lessons
- Students in Middle & Upper School to take responsibility for obtaining and completing work when absence cannot be avoided

We expect parents to:

- Send their child to school at every available opportunity during school term time
- Support their child in arriving at school on time every morning
- Support their child by arriving punctually for their child's collection at the end of the day
- Endeavour to schedule medical appointments outside school hours
- Avoid students travelling during term time
- Inform absence_wis@gemsedu.com, the class/form teacher and the Head of Year (or telephone reception 0434 84999) by 7.30am if their child is going to be absent from school that day with the reason for the absence
- If your child has a COVID related absence, please also inform health_wis@gemsedu.com in addition to absence_wis@gemsedu.com
- Use the GEMS Connect App to monitor and support their child's attendance
- Work with the school to resolve issues and ensure their child has good attendance and punctuality



- Inform the school in the event of a student contracting an illness or suffering an injury which is likely to involve an absence of 3 days. Medical notes will be required for absences of 3 or more days
- Complete a leave of absence form 2 weeks in advance of a scheduled absence (**PLEASE NOTE** – this will be sent to the Head of School and may or may not be authorised after review)

As a school, we will:

- Share our Attendance and Punctuality Policy on the School Website and in the Parent Handbook
- Ensure staff model attendance and punctuality expectations
- Monitor student attendance daily through the completion of accurate registers on SIMS
- Offer students who test positive for COVID-19 an opportunity to learn remotely for their DHA regulated isolation period.
- Review attendance weekly, monthly and termly through Heads of House, Heads of Year and the Student Culture and Experience Team - identifying trends, patterns, opportunities and concerns
- Use positive reinforcement in pastoral time and assemblies to discuss the importance of attendance
- Celebrate students who maintain an attendance percentage of 98% and above in termly assemblies with awards for Outstanding Attendance (100%), Excellent Attendance (99%) and Very Good Attendance (98%)
- House Attendance Cup for every year group given monthly
- Celebrate outstanding and improved attendance and punctuality
- Contact home if a student is absent from school without a reason
- Support families for whom attendance and/or punctuality is a concern
- Apply the KHDA sanctions when dealing with attendance and punctuality concerns
- Follow the KHDA guidelines for our judgements on attendance figures and use the following language when communicating with parents:

		<i>What does this look like in reality?</i>
100%	Outstanding	<i>...attending school every single morning and afternoon.</i>
>99%	Excellent	<i>... no more than 1.5 days off over the academic year...</i>
>98%	Very good	<i>... no more than 3 days off over the academic year...</i>
>96%	Good	<i>... no more than 6 days off over the academic year...</i>
>94%	Satisfactory	<i>... no more than 9 days off over the academic year...</i>
<94%	Unsatisfactory	<i>... <u>more</u> than 9 days off over the academic year...</i>
<92%	Unacceptable	<i>... <u>more than</u> 12 days off over the academic year (nearly 2.5 weeks) ...</i>

Lower School

We expect the **Lower School class teachers** to:

- Take a morning and afternoon register each day. Morning registers must be taken by 8am and the afternoon registers by 1pm.
- Continually monitor the class for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent longer absences.
- Use the appropriate coding for absence/attendance of their students (see appendix 4).
- After the register has been taken, class teachers should send an email to the parents of any absent student to record a reason for the absence.
- If a parent hasn't replied by break time a phone call must be made to chase up this N code. (To be done by Class teacher or HOY)
- Class teachers will monitor late arrivals to school. Any students arriving after the National Anthem will be marked as late (L Code). If students have 2 or more L codes in a week, the class teacher will follow up with an email to parents.

We expect the **Lower School Heads of Years** to:

- Telephone parents of students who are absent for 2+ days to check-in.
- Telephone parents of students whose class teachers have identified their punctuality as being a concern.
- Have a weekly review of attendance in team meetings and make a record of any students who have been absent for two days without reason or for longer periods of absence.
- Monitor the overall attendance of each class in the year group.
- Check the registers at least once a week to ensure all AM and PM marks are there, there are no missing marks and N codes and follow up with class teachers where incorrect.
- Liaise with a member of the leadership team in Line Management Meetings about vulnerable students and meet/contact parents if required.
- Celebrate positive attendance/punctuality in Year group assemblies with attendance cup.

We expect the **Lower School Leadership Team** to:

- Review attendance for any students with 2 or more days of unauthorised absence or students who have been absent for longer periods of time.
- Where a HOY has been unable to follow up, they will contact parents directly regarding unauthorised or longer periods of absences.
- Contact parents regarding punctuality where the HOY follow up has not been successful.



Middle/Upper School

We expect the **Middle/Upper School Form Tutors** to:

- Maintain accurate AM registers every morning (to be taken within the first 10 minutes of the start of) CEP
- To reinforce messages around positive attendance and its importance in pastoral time
- Communicate with parents to celebrate student attendance above 98% (green zone)
- To follow-up on all N codes to ensure the register reflects accurate attendance and circumstance
- Continually monitor Tutor Group for patterns amongst individuals including: unauthorised absences, frequent short absences, (particularly where a pattern emerges; e.g. every Friday) and persistent tardiness
- Communicate with parents to alert them that their child has attendance in the amber/red zone
- Use the appropriate coding for absence/attendance of their students (see appendix 4)
- After the register has been taken, Form Tutors should send an email to the parents of any absent student to ascertain the reason for absence in order to be accurately reflected in the register
- All N codes in the register should be followed up with parental communication within 24 hours
- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%. (see appendix 1)
- Form Tutors will monitor late arrivals to school. Any students arriving after 7.40 (after the National Anthem) will be marked as late (L Code). Students with 2 L Codes in one week, will receive an after school reflection, for 45 minutes in the following week. (see appendix 2)

We expect the **Middle/Upper School Teachers** to:

- Teachers will take a register (within the first 10 minutes of the start) for every lesson
- The Period 5 register will act as the official PM register
- Notify the Head of House and Head of School immediately by email if a child is absent from a lesson when the register states they are in school
- If a student arrives late to a lesson, they should be recorded with an L code in the register. (see appendix 2)
- If a student arrives late to a lesson and they have not been registered in their AM or PM register, they should visit the Attendance Office on the Second Floor for their attendance to be updated

We expect the **Heads of House & Heads of Year** to:

- Monitor and analyse House or Year Group and Tutor Group attendance weekly and evaluate progress towards KHDA targets of outstanding
- Celebrate attendance and punctuality in House or Year Group assemblies through termly certificates for 98%, 99% and 100% attendance - and a monthly Attendance House Cup
- Ensure positive attendance and punctuality is discussed regularly with parents
- Identify students who are not attending appropriately and implement early intervention and support to avoid poor habits being established
- Produce weekly attendance reports which track follow-up intervention taking place
- Check the registers at least once a week to ensure all AM and PM marks are recorded. There should be no missing marks or unexplained absences recorded (N codes) - and follow up with Tutors where incorrect
- To support attendance follow-ups, parental communication and support plans for any student whose attendance falls below 92%. (see appendix 1)



- Manage and measure the on-going impact of high attendance and attainment through the use of data to identify high performance and trends in line with data captures
- Assist tutors with any meetings with parents, as required
- Maintain positive punctuality within the year group and support the School's interventions in light of poor punctuality. (see appendix 2)

We expect the **Middle/Upper School Leadership Team** to:

- Have overall responsibility for the accuracy of attendance data in the School
- Monitor and review whole year group attendance weekly to identify patterns, opportunities and concerns
- Oversee the attendance and punctuality follow-ups procedures to ensure effective intervention and action is put in place if an individual's attendance drops below 92%. (see appendix 1)
- Support HOH and HOY in the monitoring of attendance data, the follow-up procedures and their intervention meetings with parents, as necessary
- Heads of School to review absence requests for authorisation

Student Absence Team

We expect the Student Absence Team to:

- Use SIMS N codes to generate an excel sheet which is put into Phoenix and generates an SMS at 9:00am to be sent to all parents with absent children
- Sign in all late students on SIMS, changing the code to an L code
- Run a register report at 8am and 1:30pm and send to line manager, Reception and Site Manager
- E-mail parents to confirm whether or not an upcoming absence has been authorised alongside a copy of the completed request form
- Make contact with parents for all students who have 3 or more days unauthorised absences from the previous week

Other members of staff

We expect that other staff to:

- Security/bus conductors will provide all students on a late bus with a slip to hand to their class teacher/Tutor
- If a student is to leave the school premises, this must be authorised by the Head of Year, Head of House or Senior Leader. Once authorised, this permission slip must be handed to reception who record the authorised leave on SIMS as the student leaves



Appendix 1 | Follow Up for attendance which falls below 92%

STAGE 1: Form Tutor/class teacher should attempt to meet with the student to discuss their attendance. Formal letter home from the Form Tutor/class teacher, which highlights the school expectations, the KHDA attendance expectations, parent and student responsibility, and the protocols for if attendance continues to fall below 92%.

This letter would typically be sent after the 6 weeks of school to allow for reliable data, unless there is a serious concern regarding a child's attendance or ongoing issues from the previous year (where the child's attendance was below 92%) which require more immediate intervention after the first week.

Attendance to be closely monitored by HOH/HOY weekly and follow-up to take place 2 weeks after.

Improvement made:

Personalised email to be sent home by the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 2: Formal letter to be sent home by the Head of House or Head of Year, which highlights the impact the poor attendance is having on the child's progress at school. This will contain information regarding attendance figures.

Attendance to be closely monitored by HOH/HOY weekly and follow-up to take place 2 weeks after.

Improvement made:

Personalised email to be sent home by the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 3: Parents/Guardians invited into school to meet with the HOH/HOY (Form Tutor//class teacher to also be invited). The objective of this meeting is to better understand attendance concerns and put strategies in place to support. A support plan to be put in place and monitored by the Tutor/class teacher and HOH/HOY. **Attendance to be closely monitored by HOH/HOY weekly and follow-up to take place 2 weeks after.**

Improvement made:

Personalised email to be sent home by the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 4: Parents/Guardians to meet with the HOH/HOY and HOS. This is the final stage of intervention. The support plan will be reviewed and amended if it does not meet the needs. It will be monitored by the HOH/HOY. Second warning letter handed over in meeting - this contains a more detailed breakdown of the sessions missed.

Attendance to be closely monitored by HOH/HOY weekly and follow-up to take place 2 weeks after.

Improvement made:

Personalised email or celebration meeting from the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 5: If the student is not showing an improved attendance percentage, contact with the KHDA will be made by the HOS to explain the processes we have taken and also the actions that are about to be taken moving forward.

Attendance to be closely monitored by HOH/HOY weekly and follow-up to take place 2 weeks after.

Improvement made:

Personalised email to be sent home by the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 6: Final written warning - if the student's attendance still does not improve and also remains below 92%, the parent may be served with a final written warning by the Head of School, which explains that termination is likely if their child's attendance does not improve.

Improvement made:

Personalised email to be sent home by the Head of House or Head of Year recognising and celebrating the improvement made to attendance.

No improvement made:

STAGE 7: Termination - If all of the above have not been followed then the school has the right to terminate the contract and seek a move to an alternative school.




Appendix 2 | Follow Up for Poor Punctuality

On occasion, instances beyond our control occur which for one reason or another, can cause for us to be late ie. unexpected traffic as a result of an accident or an unforeseen incident. If a student arrives at their classroom late, they will be reminded by their Class Teacher or Form Tutor of the importance of punctuality. Please note - 7.40am marks the start of the school day and students should be seated in their classroom before the National Anthem plays.

If a student is late to school twice in one week (even with a valid reason) they will be expected to sit a 45 minute reflection afterschool. It is expected that if a student were late once, every precaution should have been taken to prevent it from happening twice during a 5 day window.



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Appendix 3 | Truancy

Truancy is any intentional, unjustified, unauthorised, or illegal absence from compulsory education. Truancy can be measured by the number of lessons missed and the impact on learning and ensuring student safety is substantial. All considerations of truancy will be dealt with by using the behaviour ladder.



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Appendix 4 | SIMS Attendance Codes:

/ - PRESENT

L – LATE TO SCHOOL

N – NO REASON YET PROVIDED FOR ABSENCE

I – ABSENT FOR ILLNESS

M - MEDICAL OR DENTAL RELATED ABSENCE

P - REMOTE LEARNING (only if medically approved and informed by Head of schools)

C – AUTHORISED OR ABSENT FOR ACCEPTABLE REASON ONLY

O – UNAUTHORISED ABSENCE

B – IF LATE DUE TO SCHOOL TRANSPORT (Noor usually send an email)

G – CONFIRMED WITH COVID POSITIVE

H – SELF ISOLATING DUE TO CLOSE CONTACT FOR COVID

D – SHIELDING DUE TO COVID

R – RELIGIOUS OBSERVANCE (Used for specific occasions only)

E – EXTERNAL SUSPENSION

S – STUDY LEAVE

T – INTERNAL SUSPENSION

V – EDUCATIONAL VISIT

