

# Attendance Policy 2022/23

## Kent College Dubai



**KENT COLLEGE**  
DUBAI

Approved by  
Principal:

  
Jared Nolan

Date: 1 February 2023

Approved by  
KCD Board Representative :

  
Tim Hollis

Date: 1 February 2023

Last reviewed on:

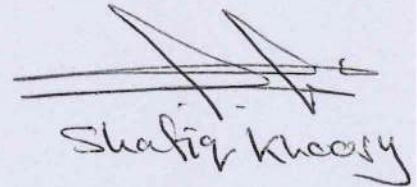
February 2023

Next review due by:

February 2024

KCD Authorised Stamp



  
Shafig Khoury



**KENT COLLEGE**  
DUBAI

## **Absence Policy**

<b>1. Authorised absence</b>	<b>3</b>
<b>2. Family holidays and extended trips overseas during term time</b>	<b>3</b>
<b>3. Unauthorised Absences</b>	<b>3</b>
<b>4. Extended Unauthorised Absence</b>	<b>4</b>
<b>5. Procedure for requesting absence</b>	<b>4</b>
<b>6. Action following absenteeism</b>	<b>4</b>
<b>7. Tardiness</b>	<b>5</b>
<b>8. Attendance Monitoring</b>	<b>6</b>
<b>9. Inclusion Statement</b>	<b>6</b>





## **1. Authorised absence**

- 1.1 The fact that a parent has provided contact in relation to a particular absence does not, of itself, oblige the School to accept it.
- 1.2 The Senior Leadership Team will consider each individual application taking into account:
- The timing of the request in relation to the term dates;
  - The pupil's current absence record;
  - The number of previous similar requests by the family;
  - The pupil's year group;
  - The timing of any major school assessments or public exams.
- 1.3 Absence will only be authorised with permission from the Senior Leadership Team, which may be granted in any of the following illustrative circumstances:
- the pupil is ill or prevented from attending school by any unavoidable cause;
  - a day exclusively set aside for religious observance;
  - a family bereavement;
  - an approved educational activity or visit;
  - an approved work experience placement;
  - a visit to a prospective job, university, college, or another school;
  - an approved sporting activity;
  - term time holiday (see below);
  - other circumstances approved by KHDA or another government agency.

## **2. Family holidays and extended trips overseas during term time**

The nature of the Kent College community is such that, from time to time, parents need to take family holidays during term time because, for example, a parent's leave periods are set by their employer. The school policy is that, subject to the circumstances outlined above and provided adequate notice has been provided, pupils may take up to 10 days as family holiday during term time in the course of a school year, which will be recorded as authorised absence.

Parents should be made aware that although an absence is authorised, it will still reduce the pupils overall attendance percentage and be reported accordingly.

## **3. Unauthorised Absences**

- 3.1 Absence will be recorded as unauthorised if the parents do not provide a reason for absence that is covered by the circumstances outlined above.
- 3.2 In particular, any holiday absences in excess of the family holiday outlined above will be recorded as unauthorised.
- 3.3 In cases of unauthorised absence the school will not expect or require teachers to set work for the pupil during their absence or provide additional support or tuition on their return.
- 3.4 In the case of an authorised absence during school examination periods, internal examinations will not be set at an alternative time.
- 3.5 All extended periods of individual unauthorised absence will be reported to KHDA.



#### **4. Extended Unauthorised Absence**

4.1 In the event of regular non-attendance, the Deputy Head (as appropriate) will:

- arrange a meeting between the Head of Year/tutor/form teacher, the parents, and the pupil.
- offer specific support to parents and individual pupils, either at school or elsewhere.
- facilitate case conferences and other meetings between all involved directly in the care of the pupil.

4.2 Extended unauthorised absence (truancy) will be considered persistent misconduct, which may result in a request to the parents to withdraw their child from the school.

4.3 In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the Designated Safeguarding Lead will seek advice from KHDA.

#### **5. Procedure for requesting absence**

5.1 Parents submit a Leave of Absence Request form (LOA) to school reception at least two weeks prior to dates being requested, wherever practical. Any additional information relating to the absence is to be attached at the same time. As part of their application parents will be expected to demonstrate a willingness to make arrangements that cause the least disruption to their child's learning.

5.2 Upon receiving the completed LOA form the school office will refer it to the Deputy Head (as appropriate) for the school's decision.

5.3 Should further clarification of the request be needed the Deputy Head will contact the family.

5.4 The fully completed LOA form will be logged as part of the pupils' record and the parents will be notified of the school's decision.



## 6. Action following absenteeism

*"Absenteeism is defined as the frequent or habitual absence from school or from lessons without a valid medical or family related excuse."*

Absence	Timeframe	Action
4 Unauthorised	Within two consecutive half terms	Formal letter from the Deputy Head of that Key Stage
3 Additional Unauthorised	Within two consecutive half terms	Parents and pupils called to a meeting with the Deputy Head of that Key Stage. Parents and pupils to sign a written pledge to not repeat this.
Any additional incidents	For the rest of the academic year	At the discretion of the school:  A written notice announcing refusal to re-enroll the pupil in the school for the following academic year.

## 7. Tardiness

*"Tardiness is defined as being late in coming to school at the start of the day and to instances of being to lessons within the school day."*

Tardiness	Timeframe	Action
5 incidents of tardiness	Within two consecutive half terms	Formal letter from the Head of Year
3 additional incidents of tardiness	Within two consecutive half terms	Parents and pupils called to a meeting with the Deputy Head of that Key Stage. Parents and pupils to sign a written pledge to not repeat this.
Any additional incidents	For the rest of the academic year	At the discretion of the school:  A written notice announcing refusal to re-enroll the pupil in the school for the following academic year.



## 8. Attendance Monitoring

This will take place every half-term through the Head of Year in which pupils' attendance percentage will be monitored. Any pupil who has a total percentage below 92% will receive a letter home to parents detailing the school's concerns over their attendance. Absence may be authorised through holidays, medical or other approved circumstances, but will still be deducted from the total percentage. KHDA attendance guidelines are:

Outstanding Attendance	Over 98% (Less than 4 days absent in the academic year)
Very Good Attendance	Over 96% (Less than 8 days absent in the academic year)
Good Attendance	Over 94% (Less than 11 days absent in the academic year)
Acceptable Attendance	Over 92% (Less than 15 days absent in the academic year)
Weak Attendance	Below 92% (15 days or more absent in the academic year)
Very Weak Attendance	Below 90% (18 days or more absent in the academic year)

## 9. Inclusion Statement

Kent College Dubai aims to enable all pupils the opportunity to achieve their best academically, emotionally and socially by:

- Providing high quality learning to enable all pupils to acquire the skills, knowledge and concepts relevant to their future;
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated;
- Enabling pupils to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning to ensure the progress of all pupils through quality first teaching;
- Providing high quality curriculum entitlement and a high quality learning environment;
- Promoting the Kent College Learner Profile attributes to enable pupils to value themselves and each other.

Appendix 1 [LINK](#) Leave of Absence request form included on Parent Portal documents and available from Reception