



1. Policy Statement

Good attendance is the foundation for academic achievement, and it underpins all aspects of personal and social development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for lifelong learners. Poor attendance has a detrimental effect upon pupils' achievement and standards and their personal development and well-being. Consequently, it is the school's policy to ensure that pupils attendance is as high as possible. It is the pupils responsibility to catch up on any academic work missed.

BCAD promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive to school and to lessons 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.

ADEK view on attendance:

Outstanding – 98% and above

Good – 96%

Acceptable – 92%

Unacceptable – below 92%

Cause for concern – unauthorised absence at 10%

This policy ensures that all staff are fully aware of and clear about the actions necessary to promote outstanding attendance.

2. Aims

Through this policy we aim to:

- Ensure that the attendance of every child enables them to make at least good progress, reach standards of attainment that are commensurate with what is known of their abilities, and developed personally, without disadvantage.
- Exceed national averages for attendance
- Achieve a minimum of 98% for all pupils (Exceptional circumstances will be considered)
- Improve pupils' achievement and progress by ensuring high levels of attendance and punctuality
- Ensure that all absences are accounted for by parents, leading to 0% annual unaccounted for absence
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school



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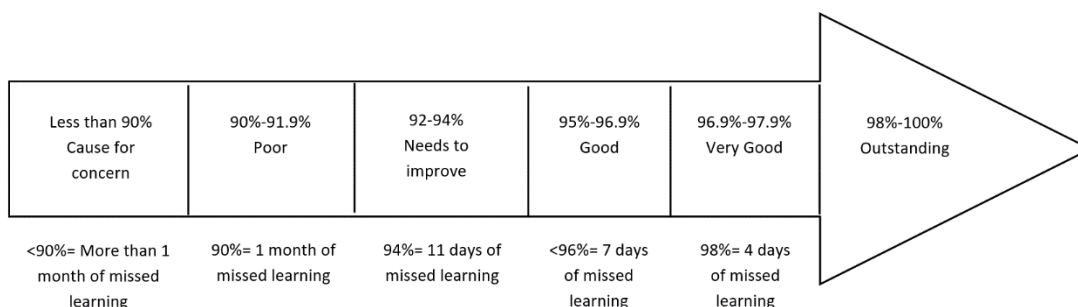
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- Raise awareness of parents, carers, and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility
- 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.

3. Practice and Procedure

3.1 Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Children 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 child whose attendance drops to 90% each year will have missed two whole terms of learning.



3.2 Punctuality:

- To ensure that their children arrive to school on time. Children will have learning opportunities in their classrooms from 7.30 am
- To ensure children who are late report to the reception to sign in
- Records are kept of the pupils that are consistently late by teachers/HMM's following the flow chart outlined in the appendices
- To ensure children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher/tutor should be made aware of this.



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3.3 Absences

- To notify the school on the first day of absence before 7:30am or as soon as possible. Parents can report an absence by emailing both the class teacher/tutor and reception. (absent@brightoncollege.ae)
- To provide medical evidence where possible, on the child's return to school
- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment
- Parents/carers of children for whom we do not know the reason for absence will be contacted as soon as possible after 9:30am
- If a child is absent for 1 day, reception contacts home.
- If a child has unauthorised absence and no contact with school for 3 days- HMM/Head of Year contact home via email and phone
- If a child has unauthorised absence and no contact with school for 5 days- Deputy Head Pastoral contact home via email and phone
- If a child has unauthorised absence and no contact with school for more than 5 days- Head of School contact home via email and phone and DSL/Head Master informed.

3.3 Absence for Holidays

- Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education
- If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip. These requests will be considered on a case-by-case basis by Head of School who will consider ADEK guidelines on approved absences
- It is the parent/carer's responsibility
 - To obtain a leave of absence form from the class teacher/tutor
 - To complete and submit the form in advance of the period of absence
 - If parents/carers decide to take a holiday without approval the child's absence will be marked as unauthorised.

3.4 Early pick up

- Parents are required to notify teachers by email of early pick up by 10am the morning of at the latest
- In Senior, pupils will collect an early exit pass from their HMM.
- In Pre Prep, pupils will be given an early exit pass from their teacher.



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4.0 Responsibility of Teachers

4.1 Registration

- All teachers in the pre prep, prep and senior **must take the register daily via iSams before 8.00am**. This is a legal obligation
- If a teacher knows a child is regularly late, they must still be marked as absent (if not yet arrived). Therefore, all children in the class should be marked with a register code on iSAMS before submitting the register at 8.00am
- Accuracy is also vital for safety and CP reasons, so please take your time and ensure you have entered the correct information before you send it
- Teachers must use the following codes, which are listed in iSAMS, for recording attendance:
 - 0 – Unauthorised attendance
 - I – Illness
 - N – No reason given yet
 - R – Religious Observation
 - H – Family Holiday (agreed)
 - S – Study leave
 - V – Educational visit or trip
 - P – Approved sporting event
 - M – Medical or dental appointments
 - G – Family Holiday (not agreed)
 - C – other circumstances authorised
 - Y – Exceptional circumstances.

4.2 Late Drop Off- Pre Prep/Prep/Senior

If a child has not yet arrived when you are taking your register, please register them as 'Unauthorised attendance' and follow the following instructions:

- If a child arrives between 7.50am – 8am – they will be given a late pass – teachers must mark them as late on iSams register
- If a child arrives after 8am in Pre- Prep – they will be given a late pass, Pre – Prep security will write a list of pupils and send it to Pre – Prep PA – Pre – Prep PA will send to reception will make note of this and update the register
- If a Pre Prep or Prep child arrives after 07:50am, they will be issued a late pass at the front main gate and will sign in at reception.
- If a Senior child arrives after 07:50am, they will be issued a late pass at the front main gate and will sign in with a member of the pastoral team who will pass the register to reception.



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4.3 Late Drop Off- Pre Prep/Prep/Senior

If a child has not yet arrived, please register them as 'Unauthorised attendance'. Reception will manage the late pupils and will update iSAMs from 'unauthorized attendance' to 'late.'

Pupils in 6th form who do not have a lesson period 1, sign in at reception and reception will edit iSAMS to mark pupils as present. Pupils will be excused for being late in the morning during days with adverse weather conditions.

4.4 Absences

Unauthorised absence at or above 10% is considered a cause for concern.

- Teachers must forward any emails from parents explaining absence onto absent@brightoncollege.ae or in Senior to House Masters
- Teachers must report on absence fully and consistently when writing reports to parents and meeting them during formal parent/teacher consultation evenings. They must clearly state whenever prolonged absence has impacted negatively on a pupil's performance, and whether the absence could have been avoided
- Attendance records must be generated by Pre – Prep PA/Head of Pastoral (Prep and Senior) on a weekly basis which will be evaluated by SLT
- The Senior Leadership Team's performance towards achieving its annual attendance targets will be monitored during termly monitoring and evaluation meetings
- Teachers must take note of any unexplained absences personally. If there are multiple, repeated absences or late arrivals for unexplained or unacceptable reasons, follow the flowchart. ¹

4.5 Bus pupils (Pre-Prep)

- Teachers are responsible for identifying all bus pupils and ensuring they leave on the correct bus. Teachers are responsible for informing the CA of who the bus children are and following up with the CA afterwards, to check whether all bus children have departed on the bus
- Teachers must have a visible list of bus pupils on their classroom noticeboard. Teachers must check this list weekly, as the bus lists can change regularly. The Pre Prep PA will send this out every Monday
- When absent, teachers must include a list of bus children in their cover email.

¹ See Appendix 1 for Flowchart.



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4.6 Late pick up (Pre Prep)

- Teachers are to bring the pupil(s) back to their classroom after determining a late pick up. The pupil/s are to stay in the classroom with the CA whilst teachers call home. Teachers should call home if parents are 15 minutes late
- Teachers must get the parent contact from iSams and proceed to call the parents from the phone in the Pre – Prep Lobby. Dial 9 first. Teachers should inform security of the late child's name whilst they are waiting for the parents' arrival
- Security will inform Pre – Prep PA when the parent has arrived at the Pre – Prep Gate, who will then call you on your mobile to inform you that they are there
- The teacher must bring the pupil to the Pre – Prep Gate.

5.0 Rewards to Promote the Importance of Good Attendance at School

- Weekly Class attendance winners receive a trophy for their classroom presented at assembly (Pre Prep and Prep). In Senior, attendance winners for each week are shared in house assemblies
- Pupils who achieve 100% attendance for a whole school term, e.g. Term 1A and Term 1B, will be presented with a special attendance certificate (Whole College) and a Non Uniform Pass at end of term assembly (Pre-Prep only)
- In Senior, Golden Ticket events celebrate outstanding attendance at the end of each academic term.

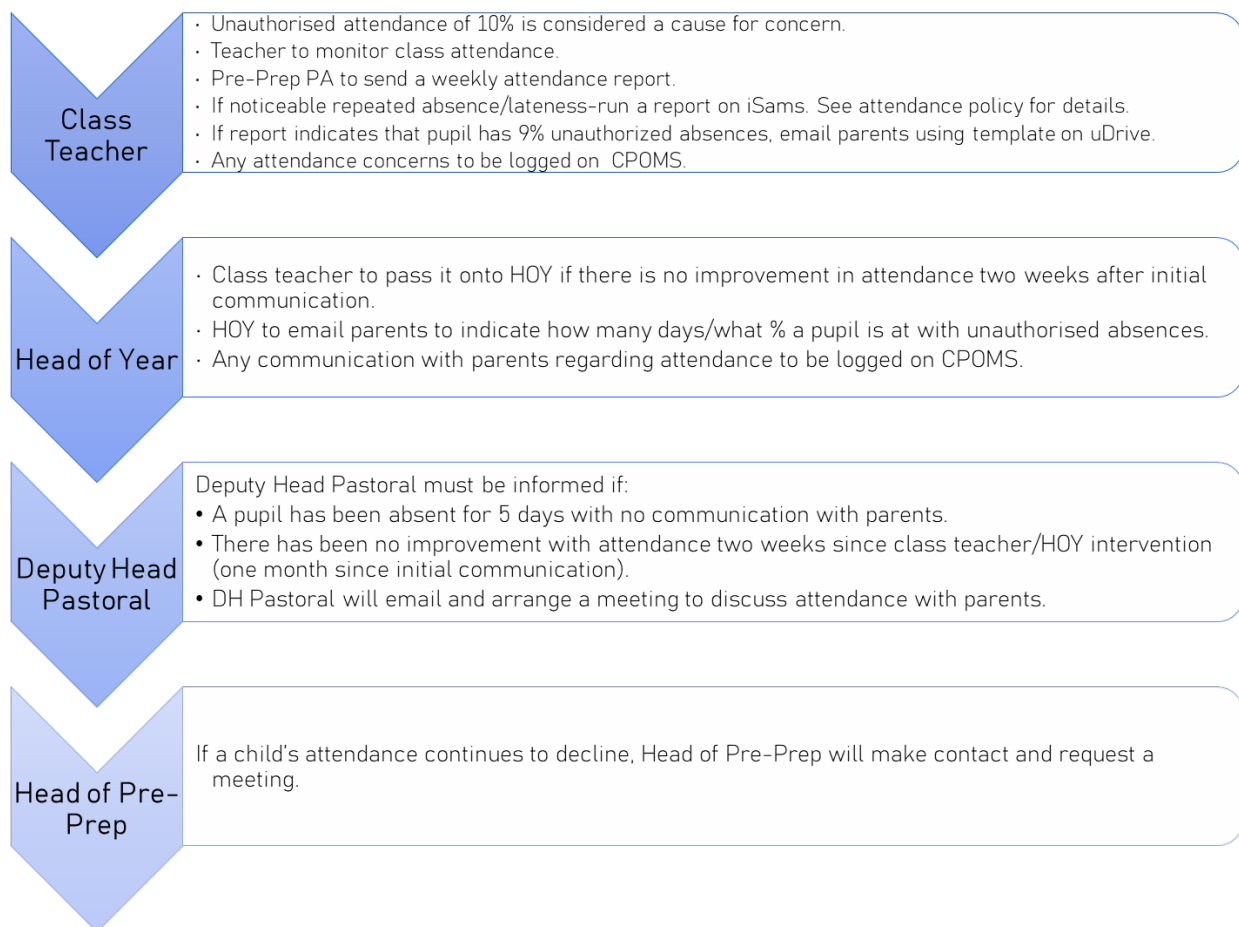
In the final week of term, teachers are to check which children have 100% attendance via iSams using the above reporting system.



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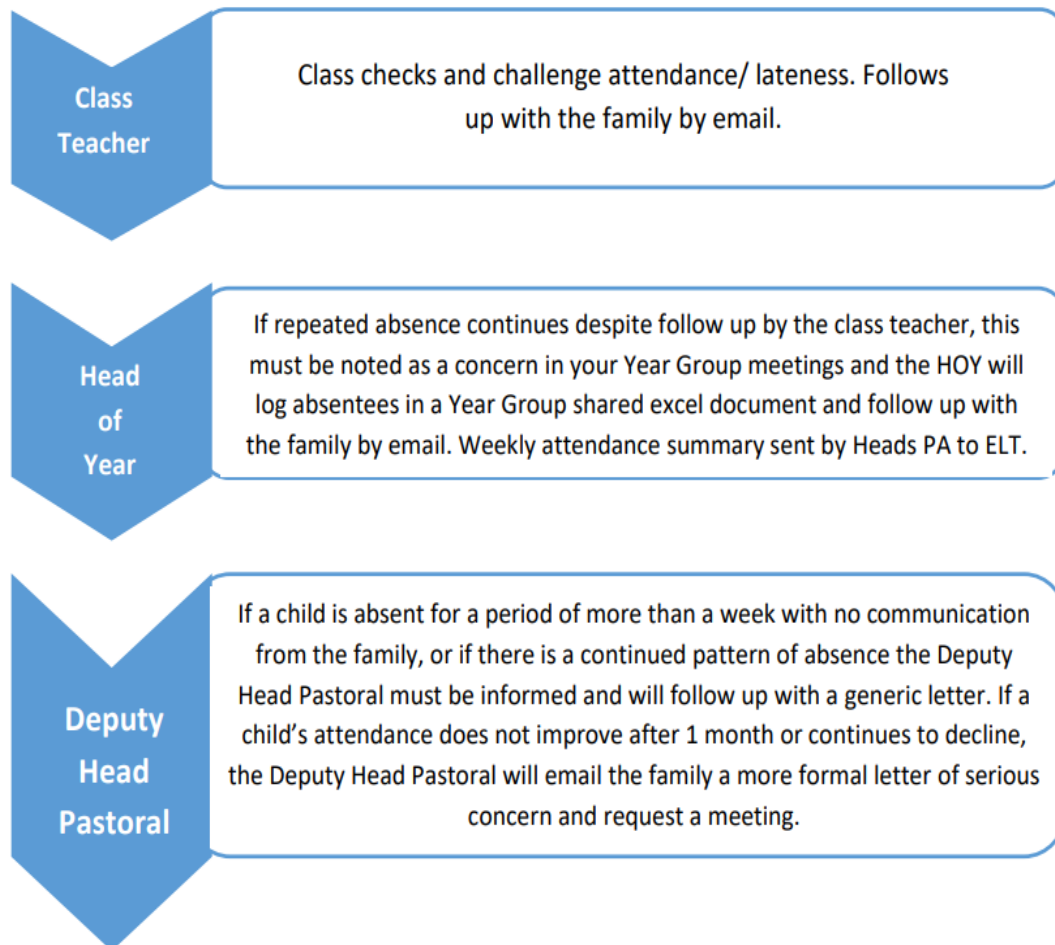
Appendix 1- Monitoring and Reporting Absences/Lateness Flowchart (Pre -Prep)





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Appendix 2- Monitoring and Reporting Absences/Lateness Flowchart (Prep)





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Appendix 2- Monitoring and Reporting Absences/Lateness Flowchart (Senior)





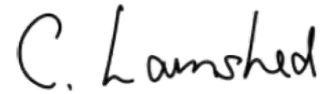
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Policy to be reviewed and checked annually by the Head Master.

Head Master on behalf of the College:

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Chair on behalf of the Governors:



Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Updated following ADEC policy review	Deputy Head Master	June 2015
2.0	Updated times	Deputy Head Master	June 2017
3.0	Change from Engage to iSAMs	Deputy Head Master	June 2019
4.0	Change from Head Master to Head Mistress	Vice-Principal	December 2022
5.0	Change from Head Mistress to Head Master. Times adjusted and formatted	Deputy Head Pastoral	October 2023



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6.0

Change for late drop off in Pre-
Prep/Prep/Senior

Deputy Head
Pastorals

November 2023

Brighton College Abu Dhabi Policies and Guidelines

Policy Statement

Brighton College Abu Dhabi policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.