Student Attendance Policy

For Ta'allum Group

Ta'allum Leaders and Staff – Policy Undertaking

All Ta'allum Policies are an **integral, required and binding professional obligation in the Ta'allum employment contract**. The leaders listed below have **reviewed and agreed** the policy. Under the guidance of the CEO and Director of Education, each signatory confirms he/she:

- Clearly **understands the content, purpose, requirements, and expectations** of the policy.
- Agrees to **fully abide by and is committed to the active implementation** of the policy.
- Will **fully disseminate and hold to account** all staff for whom he/she has a line management responsibility, in **ensuring compliance** with the policy.
- Knows that employees who fail to follow a Ta'allum policy, either deliberately or through lack of care, could incur **staff disciplinary action,** up to and including dismissal.

	Name	Signature	Position	Date
Reviewed by	Clive Shepherd		Principal- AJA	
Reviewed by	Dele Rotimi		Head of Secondary - AJA	
Reviewed by	Marwa Bolayon		Deputy Head of Secondary - AJA	
Reviewed by	Amira Yasmin Chaudhry		Assistant Head of Secondary – AJA	
Reviewed by	Dean Kassas		Assistant Head of Secondary - AJA	
Reviewed by			Head of Junior - AJA	
Reviewed by	Naima Hussein		Deputy Head of Junior - AJA	
Reviewed by	Aisha Chattun		Assistant Head of Middle Junior – AJA	
Reviewed by	Fadumo Hassan		Assistant Head of Upper Junior - AJA	
Reviewed by	Hajra Faruk Dadar		Head of Infant School – AJA	
Reviewed by	Zoe Elizabeth Howland		Deputy Head of Infant School - AJA	
Reviewed by	Emma Dartnell		Asst. Head of Infant School - AJA	
Reviewed by	Isima Hussein		Asst. Head of Infant School - AJA	
Reviewed by	Ouiem Mejri		Admin Officer - AJA	
Reviewed by	Herminia Pelicano		Exam Officer - AJA	
Reviewed by	Ma. Socorro Velasquez		SIMS Coordinator - AJA	

	Name	Signature	Position	Date
Reviewed by	Nadia Waja		Principal- AMAG	
Reviewed by	Ozma Bashir		Head of Secondary – AMAG	
Reviewed by	Olivia Maria Sequeira De Sousa		Deputy Head of Secondary - AMAG	
Reviewed by	Chioma Ejiofor		Assistant Head of Secondary – AMAG	
Reviewed by	Hina Tariq		Assistant Head of Secondary - AMAG	
Reviewed by	Deborah Jones		Head of Junior - AMAG	
Reviewed by	Farhana Ebrahim		Deputy Head of Junior - AMAG	
Reviewed by	Helen Elizabeth Young		Assistant Head of Middle Junior – AMAG	
Reviewed by	Layla Ahouchi		Assistant Head of Upper Junior - AMAG	
Reviewed by	Eleni Vasileiadou		Head of Infant School – AMAG	
Reviewed by	Barbara Emma Walton		Deputy Head of Infant School - AMAG	
Reviewed by	Bethany Reeve		Asst. Head of Infant School – AMAG	
Reviewed by	Habeebah Abina		Asst. Head of Infant School - AMAG	
Reviewed by	Aroua Hadri		Admin Officer - AMAG	
Reviewed by	Hadeel Farawi		Exam Officer - AMAG	
Reviewed by	Nour Jomaa		SIMS Coordinator - AMAG	
Reviewed by	Shuja Uddin		Principal-AMAB	
Reviewed by			Head of Secondary AMAB	
Reviewed by	Hussain Hassan		Deputy Head of Secondary AMAB	
Reviewed by	Amir Yakub Patel		Assistant Head of Secondary – AMAB	
Reviewed by	Aftaab Yaqoob		Assistant Head of Secondary - AMAB	
Reviewed by	David Goodwin		Head of Junior – AMAB	

	Name	Signature	Position	Date
Reviewed by	Bibi Nanabhay		Deputy Head of Junior - AMAB	
Reviewed by	Jasjeet Kaur Daffu		Assistant Head of Middle Junior– AMAB	
Reviewed by	Mohammed Mohammed		Assistant Head of Upper Junior - AMAB	
Reviewed by	Michelle Crowley		Head of Infant School – AMAB	
Reviewed by	Samantha Jade Spencer		Deputy Head of Infant School - AMAB	
Reviewed by	Amy Bartle		Asst. Head of Infant School - AMAB	
Reviewed by	Rajbinder Gill		Asst. Head of Infant School - AMAB	
Reviewed by	Sofia El-Otmani		Admin Officer - AMAB	
Reviewed by	Muhammad Moneer		Exam Officer - AMAB	
Reviewed by	John Ian Riggs		SIMS Coordinator - AMAB	
Reviewed by	Md. Nasirul Islam		Group SIMS Coordinator & Lead Assessment Data Analyst	
Reviewed by	Nazia Husain		Senior HR Officer	
Reviewed by	Naziha Amin		Infant School SIC	
Reviewed by	Jude Ensaff		Junior School SIC	
Reviewed by	Loretta Conway		Secondary SIC	
Reviewed by	Mohammad Abu Qadah		Arabic SIC	
Reviewed and approved by	Dr. Mohammad Saefan		Education Director	
Approved by	Ahmed Al Mannai		CEO	

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
	New Student Policy (full revision) Full Revision		October 2016 September 2018
	Further revision including details pertaining to the Pandemic, Updates & adaptations Updates on the responsibilities and student attendance procedures		September 2020 October 2022 March 2023
	Mark & Deduction scenarios applying to all pupils		September 2023

	Year 1-10, Appendix 1 Guidelines regarding AM & PM attendance register process		
17-19	Appendix 1 – Student Attendance Procedures (Sept 2024) Attendance Reporting system		September 2024

Table of Contents

Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

''*Creative learners today, our future leaders tom*orrow"

Ta'allum Schools Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. Here at Ta'allum schools we believe that in order to ensure all our students to achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from other.

Learner Outcome 1	**Our students are Academic**
Strand 1:1	They are lifelong learners
Strand 1:2	They are creative thinkers
Strand 1:3	They are bilingual
Strand 1:4	They are confident
Strand 1:5	They are innovative
Strand 1:6	They are independent

Learner Outcome 2	**Our students are Leaders**
Strand 2:1	They have strength of character
Strand 2:2	They are organised
Strand 2:3	They are confident
Strand 2:4	They are responsible
Strand 2:5	They are future leaders

Learner Outcome 3	**Our students practice and exemplify Islamic values**
Strand 3:1	They adhere to the Five Pillars of Islam
Strand 3:2	They have good morals
Strand 3:3	They are polite
Strand 3:4	They are considerate

Introduction:

Ta'allum Schools are committed to ensuring that all learners have the best possible opportunity of achieving their academic and personal potential. This can be addressed by emphasising the significance of punctuality and attendance. Excellent attendance and punctuality support effective learning and have a strong impact on students' personal development, progress and attainment. The evidence is clear; students with poor attendance and punctuality generally underperform in their examinations and their overall progress in school is usually poor.

As stated within the Qatar Ministry of Education policy, learners are expected to attend 180 days of schooling per annum, in order to graduate.

Ta'allum Schools strive to provide an engaging environment and are committed to working with students and their families to ensure their future success by emphasising the importance of punctuality and attendance throughout each student's academic life by:

- Ensuring Safeguarding practice by responding early each day to inform parents/ guardians

- Promoting good attendance and reducing absence, including persistent absence.

- Ensuring that punctuality at lessons is an expectation and the norm.

- Ensuring every pupil has access to the high- quality education to which they are entitled

- Acting early to address patterns of absence.

- Supporting and informing parents, in order to perform their duty to ensure children of compulsory school age attend regularly

Student Attendance Policy	
Current Version	Revised **1st September 2024**
Short Description	A policy governing students' daily attendance within the Ta'allum Group of Schools
Relevant to	Students
Authority	Heads of School / Principals
Responsible officer(s)	Teachers, Tutors, Homeroom teachers, Counsellors
Date introduced	30th November 2014
Date(s) modified	27th Nov. 2014, 22nd June 2016, July 2018, 28th Sept 2020, 29th Sept 2022, 1st March 2023, 1st Sept 2024
Next scheduled review date	Sept 2025
Related School documents	Student Behaviour Policy Safeguarding Policy Assessment Policy
Related legislation	Qatari MoE Decree # 23, 2014, posted 3rd September 2014

1. Purpose:

The purpose of this policy is to clarify expectations and responsibilities regarding student attendance. We must ensure safeguarding of all students and aim to maximise academic and personal development, by implementing the following objectives:

- Improve the overall percentage of attendance and punctuality of students by setting high expectations for good attendance and reducing absence, including persistent absence.

- Promote attendance and punctuality for all those associated with the school, including students, parents and school staff, acting early where necessary to address patterns of absence

2. Roles and Responsibilities:

To ensure the effectiveness of this policy, the following principles should be adopted by all Ta'allum Schools' leaders through the following:

- Commitment to the implementation of a consistent policy and procedures for good attendance.
- A clear statement of this policy must be presented to students, teaching staff, and parents.
- The provision of appropriate training for Pastoral Leaders and all teaching staff.
- The establishment of an effective system of incentives and rewards which acknowledge the efforts of students to improve and maintain their attendance and timekeeping (See Behaviour Policy).
- Positive support, advice, guidance for students with poor attendance with sanctions for students where needed.
- Good ongoing communication with parents.
- Development of a systematic approach to collating and analysing attendance related data leading to timely intervention strategies to improve attendance.
- The promotion of effective partnerships with concerned Qatari Authorities, such as the Family Counselling Centre, Mother and Child Protection Organization, and the Al Awain Centre.

3. Specific Roles and Responsibilities

Parents are responsible for:

- Ensuring their child attends school every day and arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Helping their children to understand the importance of going to school and showing disapproval of missing school.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.

Teachers are responsible for:

- Completing the register every morning during the first session and at all designated times for lessons.
- 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 pupils or their parents.
- Informing the Head of School promptly where there are concerns and acting upon them.
- Coordinating with the pastoral team to organize an individual student monitoring and reward system for target students with poor attendance.
- Emphasising with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

The **SIMS Coordinator and Leadership Team** are responsible for:

- Checking that attendance registers have been completed by 7:30 am and follow-up with teachers/Deputy Head if they have not been completed.
- Ensuring that unexplained absences are followed up with a phone call on the first day of an absence by 8:30am.
- Updating SIMS as necessary.
- Ensuring that Late Slips are issued, and the lateness is entered on SIMS.
- Providing requests from staff for information regarding attendance including running reports and statistics.
- Monitoring individual attendance on a weekly basis where concerns have been raised.
- 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 and reporting concerns to teachers and senior leaders.
- Sending weekly attendance and lateness reports to the Heads of School and School Principal to ensure they have proper access to this critical information and take the necessary measures if any defect is detected.

Principal / Head of School / Deputy Head are responsible for:

- Contacting parents where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Overall monitoring of school attendance.
- Overall preparation and implementation of the attendance policy.
- Processing holiday requests.
- Highlighting and promotion of good attendance during assemblies and publications.
- Overall responsibility in regard to changes to attendance marks on a daily basis.

4. Attendance Targets

An overall attendance target for the school will be set annually by the Principal and Head of Schools. Pastoral staff, under the direction of the Deputy Head will be expected to develop, monitor, and maintain a strategic plan to achieve this target.

If a student falls below the school 90% minimum attendance target the appropriate Pastoral Leader will apply an appropriate sanction along with follow-up action in accordance with the MoE regulation mentioned in this policy.

5. Attendance Register

According to MoE regulations all schools are required to keep an attendance register and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
  (See Appendix 4 for the Ta'allum attendance codes.)

Every entry in the attendance register will be preserved for a minimum of 5 years after the date on which the entry was made.

Pupils must arrive in school by the designated start time each school day. The register for the first session will be taken immediately and will be kept open for 5 minutes. The register for the second session will be taken at the beginning of Lesson 4 and will be kept open again for 5 minutes.

Morning Registration should form an important component of students' daily routines – a time when students and teachers can interact and share important information, such as the week ahead, key dates and overall academic and pastoral performance in terms of positive/negative academic performance and/or behaviour. Students can prepare themselves for the day ahead and it also sets the tone for the rest of the day. This includes Secondary classes, in which registration is conducted within the normal lesson.

A student's overall attendance is calculated by using the attendance marks given in the AM and PM sessions. For AMAB, AMAG and AJA, the AM session is considered to be from morning registration to the end of Lesson 3, and the PM session is considered to be from the start of Lesson 4 until the end of school day. If any student is absent during any one of these sessions, without an approved reason, it will constitute towards a half day absence for each instance. If a student misses attendance marks during both AM and PM Sessions, a full day absence will be recorded.

Planned Absence

Parents should not automatically expect the school to approve all leave requests.

- Planned absence from the school is actively discouraged. Medical appointments for example should happen outside of school hours.

- Applications for absence for more than 3 days should be made to the Heads of Schools through a formal letter stating all related information in advance.
- The letter should be signed, dated and a contact telephone number and email address provided.
- The letter should be handed in to the Head of School at least three working days before the leave has been planned, otherwise it will be considered as unauthorised absence.
- Permission will be given for valid reasons only, such as a serious medical issue or a family bereavement.
- The school will evaluate all other requests on a case-by-case basis.
- The Head of School will consider each individual application taking into account:

  o The student's current absence record
  o The number of previous similar requests
  o The year group the student is in

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health by 7.30am or as soon as practically possible.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised until it can be appropriately verified with parents.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance.

Absences can only be authorized by the Head of Schools. Legitimate reasons could include the following:

- Sickness, provided with medical report from an authorized medical entity.

- Medical or dental appointments, provided with evidence.

- Exceptional family circumstances e.g. bereavement, provided with evidence.

Early Departure from School

Early departure from school is not acceptable without a valid reason. If it is essential for a student to leave the school before the end of the day, parents are advised to follow the guidance below:

- Send a notification to the School Reception and if appropriate the class teacher before 10:30 a.m. Where notification is submitted after 10:30, the Principal in consultation with Head of School will decide on a course of action appropriate.
- Parents are requested to state the time they will be collecting their child and the reason they need to leave early.
- Parents should arrive at school at least 15 minutes before their expected departure time and allow enough time for a member of staff to collect students from their class. It may take time to collect the student and their belongings and bring them to parents in Reception area, so parents are requested to be patient.
- Parents must report to reception so the receptionist can give them an exit pass. The pass can be issued by the receptionist but must be approved and signed by the Head of School or in his or her absence, the Deputy.
- Our Security Team will not allow a child to leave the premises without this signed exit pass.

6. Punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. Staff will record the number of minutes late on SIMS. (Persistent lateness will be followed up by the SIMS and Pastoral Teams and where needed, by the Deputy or Head of School.)

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

If students miss the start of the day or lesson, they not only miss learning time but also the direct teaching that occurs. Late arriving students also disrupt lessons and entering the class once the lesson has started can be embarrassing for the child.

We understand that there may be infrequent situations when delays are unavoidable. If the student arrives after the start of the day, he/she must go to the main Reception and their presence will be entered into the school attendance system. They will also be given a 'Late Note' to take to their class. This ensures that students are marked as 'present' and we know that they are on the school site. If a child arrives at class and does not have this 'Late Note', they will be sent to Reception to complete this essential safety process.

Consequences

- If students are frequently late, parents will be informed and asked to encourage good punctuality.
- If lateness persists, a notification will be sent to parents.
- Parents of students with a persistent late record will be asked to meet with a senior member of staff to resolve the problem.
- Parents will be requested to sign an agreement letter to hold them accountable for following school regulations in terms of punctuality.
- Detention may be issued if there is no improvement to punctuality. A student late to class more than 3 times in a week will receive a 1-hour detention after school on a Thursday (AMAB/AMAG) and Thursday (AJA). 24-hour notice will be provided to parents if their child is to serve an absent/ lateness detention Deliberate failure to attend a one- hour detention will result in a longer detention the following week

and continued non-compliance will lead to student suspension and parents contacted for a formal meeting.

- **Any student arriving to school later than 08:00 will be refused entry and should return home.** Students arriving this late will have missed 50% of their registration for the day. They will also have missed close to two lessons, which is a third of their learning for the day. The clear link between attainment and attendance dictates that students will continually be behind with their learning by arriving so late. School starts at 07:00 and these stated hours should always be adhered to.

7. Rewarding Good Attendance:

Significant and positive effort should be made by staff to consistently acknowledge, highlight and reward good student attendance through, for example the Award of certificates to those with 100% Attendance in Achievement Assemblies or ongoing competitions to identify the classes or tutor groups with the highest overall attendance. Outstanding attendance must also be celebrated in the Weekly Parent Letter. Parents whose children have had full attendance for the week, will receive a notification Thursdays via the SIMS Parent App.

Tutors and Class teachers can regularly praise students with good attendance.

Attendance statistics are provided in Report Cards and can be commented on positively where it is warranted.

8. Sanctions for Unauthorised Absences

To ensure that attendance is a high priority for all students and their parents, sanctions will apply to Ta'allum end of Semester and End of Year classwork assessments in cases where unauthorised pupil absence reaches unacceptable levels. Mark deductions will apply according to the chart below.

Parents will be contacted, and formal letters will be sent home once a student reaches 5 days' unauthorised absence, a student and parent contract (such as in Appendix 3) will be signed. The school will inform and work with parents regarding their child's absence or lateness, to find ways to improve his/her attendance.

We have incorporated a contribution of 5 marks towards the attainment grades of the students for reporting after each assessment cycle. The simple scale for the calculation of the individual students is as below:

Mark Deduction Scenarios Applying to all Pupils Years - 1-10		
% of Attendance	**Grade**	**Percentage**
98%	9	10%
96%	8	8%
94%	7	6%
92%	6	5%
90%	5	4%
88%	4	3%
85%	3	2%
80%	2	1%
70% and below	1	0%

Students in Years 10, 11 and 12 who have an unacceptable level of unauthorised absence (i.e. over 10 days of continuous unauthorised absence during the academic year or 30 days overall according to MoE guidelines) will not be eligible for their external exam entries to be ratified by the school and may have their entries withdrawn at the discretion of the Head of School and confirmed by the Principal.

9. Parent App

The SIMS Parent App gives parents the capacity to check their child's live attendance data online.

10. SMS Notification System

Ta'allum Schools place strong emphasis on Safeguarding and commit to notify parents SMS Gateway is an application which is installed over the SIMS system. This Application gives schools the ability to send SMS to parents automatically in case the student is absent.

The SMS notification is automatically scheduled to be sent to the concerned parents as following:

1. The first SMS will be sent before end of period 1
2. The second SMS will be sent before end of period 4

Appendix 1: Student Attendance Procedures (Revised September 2024)

BLDG=Building

Dept	Description
Infant\Junior	Attendance is being taken twice a day for the AM & PM session
Secondary	1. Teachers take the attendance every period. 2. The value of the first period is being copied automatically to the AM session 3. The value of the fourth period is being copied automatically to the PM session 4. If the value of the first\fourth period is being changed, this should automatically be reflected on the AM\PM session value.

AM Session Attendance Procedures

Time	Dept	Action By	Task/Description
7.00 to 7:15	Inf/Jr/Sec	Form Tutors / **Lesson 1 Teachers**	Take AM Registers
7.15 – 7:30	Inf/Jr/Sec	Receptionist - under the supervision of Deputy Head	Standby at reception areas marking students in as Late for AM
Must be done during the first 15 Minutes of the Period itself	Inf/Jr	Teachers	Take Period 1 Registers- **ensure registers are accurate and fully completed**
	Sec	Teachers	Secondary teachers should take Registers for All AM Periods (1 , 2 and 3)
7.30 – 7: 45	Inf/Jr/Sec	Deputy Head	1. Print "AM Missing Registers" report 2. Collect "AM Missing Registers" report from SIMS Coordinator 3. Correct registers or inform staff to correct registers
7:30– 7: 45	Inf/Jr/Sec	Head of School/ Deputy Head	Update SIMS to reflect any/all Late students / Absent Students and Send the SIMS Messages to the Parents using Ta'allum Parent App*.
Must be completed before end of period 2	Inf/Jr/Sec	Head of School/ Deputy Head	1. Access "SIMS Communication Log" directly from SIMS. 2. Use SIMS Unexplained Absence Report to identify students and contact numbers. 3. Ring home to advise/confirm absence and establish reason. 4. Registers annotated and corrected accordingly. 5. For every successful call, the add a log of the absent student. This means that the call with the parents is done, and the parent was reachable or unanswered. 6. In case the call is not done, the reason must be entered.
7:30	Inf/Jr/Sec	Head of School/ Deputy Head	Continue to mark any students arriving after 7:30 as Late for AM
	Inf/Jr/Sec	Head of School/ Deputy Head	Send the <u>late notification messages</u> to parent using **Ta'allum Parent App***
8:00	Inf/Jr/Sec	Head of School/ Deputy Head	Send the **Absent Messages** to the Parents using **Ooredoo SMS** and **Ta'allum Parent App***
DAILY			Deputy Head to confirm all above has been actioned accordingly
DAILY			Head of Schools to verify with Deputy Head and conduct random checks to ensure accuracy Principal to verify with Heads of Schools and conduct random checks to ensure accuracy

PM Session Attendance Procedures

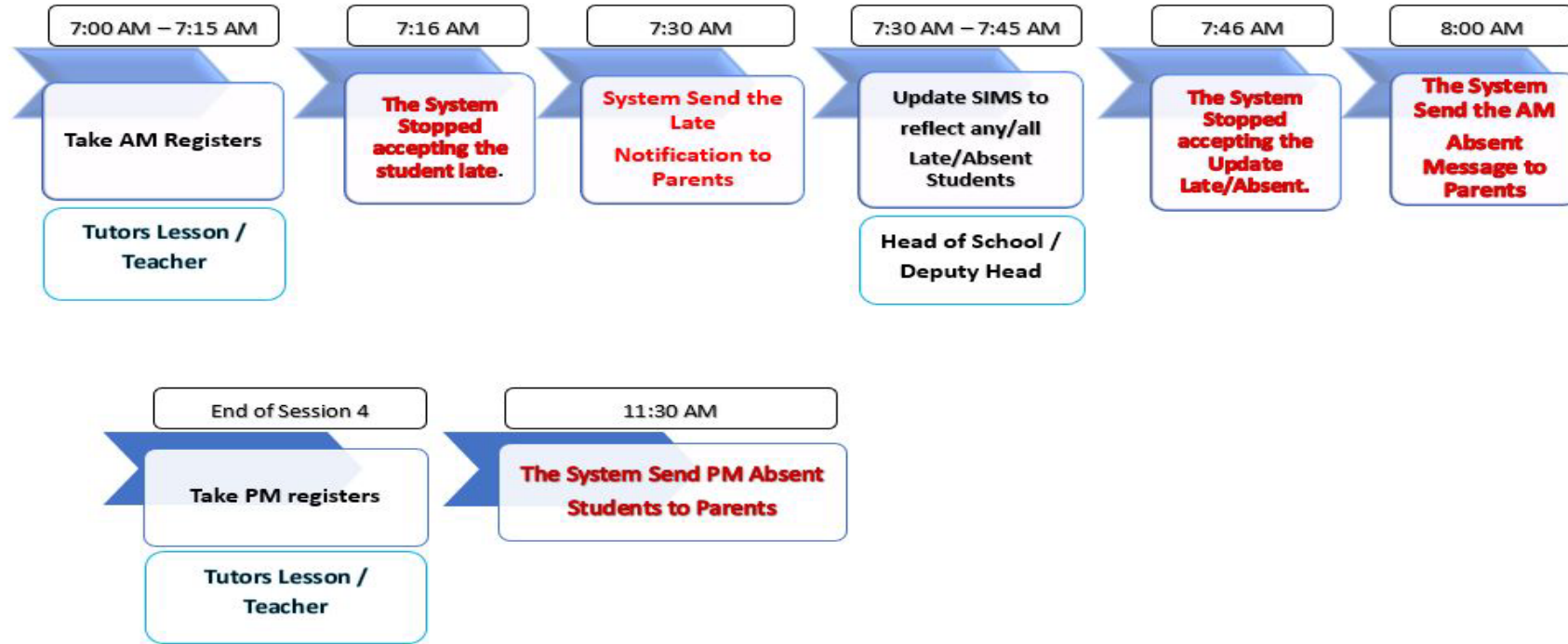| Time	Dept	Action By	Task/Description
End of period 4	Inf/Jr/Sec	Form Tutors / **Lesson 4 Teachers**	Take PM Registers - **ensure registers are accurate and fully completed**
Must be done during the first 30minutes of the period itself	Inf/Jr	Teachers	Take Period 4 Registers - **ensure registers are accurate and fully completed**
	Sec	Teachers	Secondary teachers should take Registers for All PM Periods (4, 5 and 6)
	Inf/Jr/Sec	Head of School/ Deputy Head	Update SIMS to reflect any/a**ll Late students / Absent Students** and Send the SIMS Messages to the Parents at **11:30 am** using **Ooredoo SMS** and **Ta'allum Parent App***. Missing registers and absent student report will be shared with PA to head of schools, to complete before 14:30PM.
Must be completed before end of period 5	Inf/Jr	Head of School/ Deputy Head	7. Access "SIMS Communication Log" directly from SIMS. 8. Use SIMS Unexplained Absence Report to identify students and contact numbers. 9. Ring home to advise/confirm absence and establish reason. 10. Registers annotated and corrected accordingly. 11. For every successful call, the add a log of the absent student. This means that the call with the parents is done, and the parent was reachable or unanswered. 12. In case the call is not done, the reason must be entered.
DAILY	Deputy Head to confirm all above has been actioned accordingly		
DAILY	The Head of Schools verify with Deputy Head and conduct random checks to ensure accuracy. Principal to verify with Heads of Schools and conduct random checks to ensure accuracy		

General Attendance Procedures (Staff Responsibilities)

Frequency	Responsible	Task/Description
Daily	Receptionists	Students cannot leave during the school day unless authorized by: Head of Schools or Deputy Head Where attendance has been authorized, students will be marked absent for the remainder of the day by the receptionist.
Daily	Head of School/ Deputy Head / Achievement Leaders/Coordinators	Check attendance - Data will be used to initiate appropriate responses Late to lessons will be dealt with as determined by policy
Weekly	Year Leaders/ Coordinators	Use weekly attendance/punctuality data to arrange weekly detentions. Where students have been persistently late, refer to policy for further sanctions. Persistent offenders to have meetings with responsible persons
Half-Termly	Deputy Head	Parents of students with poor attendance/punctuality (less than 95% as referred to in this attendance policy), will be provided with a notice letter drawing their attention to the accumulative authorized and unauthorized absences along with consequences.
Termly/ Per Semester	Head of Schools	Parents of students with poor attendance/punctuality (less than 95% as referred in this policy), will be given a warning letter drawing their attention to accumulative authorized and unauthorized absences along with consequences.

Ta'allum Schools Students Attendance Reporting

2024 – 2025

7:00 AM – 7:15 AM	7:16 AM	7:30 AM	7:30 AM – 7:45 AM	7:46 AM	8:00 AM
Take AM Registers	The System Stopped accepting the student late.	System Send the Late Notification to Parents	Update SIMS to reflect any/all Late/Absent Students	The System Stopped accepting the Update Late/Absent.	The System Send the AM Absent Message to Parents
Tutors Lesson / Teacher			Head of School / Deputy Head		

End of Session 4	11:30 AM
Take PM registers	The System Send PM Absent Students to Parents
Tutors Lesson / Teacher	

Appendix 2: Example of Late Detention Letter

Senior Management Detention Notice

15 September 2014

Assalamualaikum

Dear Parents,

Your child has been issued an **after school detention** as a result of being **late** to lessons **more than 3 times in a week.**

Students arriving late to lessons are partly the cause of major disruptions to learning in our classrooms. This is something that we treat very seriously as it impacts on other students.

Students and parents are reminded that they have an agreement with Al Maha Academy to take responsibility for being punctual to school and lessons which commence at 6.55 am promptly.

Students who are continually late to classes miss vital parts of their learning. In most cases, this is likely to have a negative impact on their grades.

Since punctuality plays a vital role in the learning of our children, failure to attend detention on the specified day is likely to result in further consequences for your child.

Student Details	
Student Name	
Class	
Admission No.	

Late Details	
Week Range	
No. of time late	

Detention Details			
Date of Detention			
Start Time		End Time	
Location			

Yours faithfully

Secondary Senior Leadership Team

Appendix 3: Example of a Parent Contract

AMAG Parent Contract # 1/ Attendance

Date: _____

Student's Name: _____   Class: _____

Parent name: _____   Signature: _____

Address: _____

Telephone #: _____

Dear Parent,

Your child has poor attendance which will affect his/ her academic and personal growth negatively.

He/ she has been late to class_____ times and absent _____ days since the beginning of the academic year. Your child will be placed under probation, your full cooperation and assistance is essential to overcome this obstacle.

Breaching this contract may result in final exclusion from the school.

Counselling program adopted (if any):_____

Provided by: _____

Recommendation for Parent Follow-Up (if any):_____

_____

Home Room Teacher/ Counsellor:

Signature:

Appendix 4: Attendance Codes

Codes Used During the Restricted COVID-19 Student Attendance Procedures.

During the time of the Pandemic restrictions on students attending school full time, it is essential for schools to monitor and promote good attendance.

The following simple procedures and codes are required and will apply at this time (from September 24th until further notice.)

In addition, we are required to report regularly on Attendance to the MoE. The Codes for recording Attendance on SIMS during the time of the Pandemic will be simplified as follows:

> Present (On Site): /
> Present Online: B
> Absent with Reason : M
> Absent without Reason : N

Completion and return of a **Weekly Student Attendance monitoring form** by the end of each Thursday is required until further notice.

No. of Students in each Year (and Year totals	% Present On site	% Present Online	% Absent with Reason	% Absent without Reason	Number of Students with Zero Attendance

The following codes are provided for different aspects of school attendance during **normal school opening** .

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late (i.e., by more than 5 minutes) before register has closed. The
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school

Code	Definition	Scenario
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school. The absence of students participating in field educational trips should be marked as authorized.
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance eg Hajj
S	Study leave	Year 11 or 12 pupil is on study leave during their public examinations
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

Code	Definition	Scenario
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to holiday or training event

Appendix 5: Definitions

Attendance   Refers to the physical (or agreed online presence of students at school receiving education, during the academic year.

Absence   Not being physically present (or agreed online) at school during the. attendance registration

Lateness to class   Students who are late more than 5 minutes to class (excused and or/ unexcused) are classified late.

Half Day Absence   Students who miss the morning or afternoon registration process.

Form Tutors   Are the teachers who advise a group of students at the beginning of the school day, they could also be referred to as a "Home Room Teacher'.

Learners   All students commencing from Infant school up to the high school level, who are attending Ta'allum schools.

Appendix 6:

Guidelines regarding morning AM and afternoon PM attendance register process

In accordance with Ta'allum's attendance policy, it is important <u>to accurately report students' attendance and absence</u>. It is imperative that **all principals and heads of schools implement the guidelines outlined below immediately**. The purpose of these guidelines is to streamline attendance reporting and enhance its efficiency.

Ta'allum SIMS and Data Analysis staff is available to provide clarification and assistance.

Morning AM Attendance Register Process

- Teachers should complete attendance registers by 07:15 AM.
- Ta'allum parent app will send the first message with a Late "L" notification by 7:30 AM.
- Attendance registers should be updated by 07:45 AM, with no missing marks, and all parent information updated as well.
- **In the Ta'allum parent app, the first absent message will be sent at 8: 00 AM.**

Afternoon PM Attendance Register Process

- Teachers are expected to complete attendance registers by 11:15.
- Attendance registers should be updated by 11:15, no marks should be missing in attendance registers, and any information received from parents should also be updated.
- **Ta'allum parent app will send the final student absence message at 11: 30 AM.**
- At 11:30 AM, a system-generated email that includes all the missing and absent marks will be sent to the designated person (PA to Head of School).
- **From 11:30 to 15:00, a designated person (PA to Head of School) should ensure all attendance marks are updated and completed.**
- The attendance data for the day will be published to the " Ta'allum parent app " by 15:30.

Note: Make sure the attendance mark is not edited or updated without the head's approval.