



## ATTENDANCE AND PUNCTUALITY POLICY

WRITTEN/LAST REVIEWED BY: MONA EL MASRY  
RATIFIED BY: SLT  
FILE PATH:

DATE: NOVEMBER 2019  
IMPLEMENTED:  
DUE FOR REVIEW: NOVEMBER 2022

### **Rationale**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of educational opportunities available to them. All staff (senior leaders, teachers, teaching and learning assistants and administrative staff) work together so that all pupils are encouraged and supported to develop good attendance habits.

At Gulf English School Cairo, we recognise our responsibilities to ensure that pupils are in school and on time, therefore having access to learning for the maximum number of days and hours required each year. SLT is kept informed of any concern regarding absence and/or lateness so concerns can be followed up promptly. This policy applies to all pupils, is followed by staff and made available to parents/guardians during orientation sessions, and posted on google classroom

### **Aims:**

Through this policy we aim to

- improve pupils' achievement by ensuring high levels of attendance and punctuality
- achieve a minimum of 95% attendance for all our pupils, 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 school
- Raise awareness of parents/guardians and pupils of the importance of uninterrupted attendance at every stage of a child's education
- Ensure that our policy applies to pupils in the Early Years in order to promote good habits at an early age
- Work in partnership with pupils, parents and staff so that all pupils realise their potential, unhindered by unnecessary absence
- 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 following it up effectively

### **Definition of Excused Absence:**

An absence is classified as excused when:

- a pupil is sick and a medical note is provided, and approved by the school doctor, upon return to school
- a pupil is sent home by the school doctor during the day



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- a pupil attends a sporting competition for an outside club or is representing Egypt at an international event and this is verified in writing by the club
- a pupil is absent for religious reasons e.g. Epiphany, Maundy Thursday, Palm Sunday (as directed by the Ministry), Haj. This will be approved on a case by case basis.

### **Definition of Unexcused Absence:**

An absence is classified as unexcused when:

- parents withdraw a child during term time, even if prior notice is given
- a pupil stays at home because they overslept
- a pupil stays at home because a sibling stays at home
- a pupil is sick and parents send in a note or call school but do not provide a medical note
- no explanation is given

### **Parents/Guardians**

**Parents/guardians are responsible for:**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance of a medical appointment
- Contacting the relevant school administrative officer on the first morning of absence either by phone or email
- Informing school in advance of any medical appointments or sporting championships (accompanied by a letter from the sports club)
- Ensuring a medical note from a doctor is provided if a child is absent for more than two days, for the absence to be excused
- Contacting school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.



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### Morning Registration

1. Classroom Teachers have responsibility for registering the pupils in their group in the morning. Pupils should be at school before 7:40 AM. When the bell rings at 7:40 AM, pupils should move immediately to their designated lines then up to their classrooms, so that they are present when registration begins at 7:50 AM.
2. Classroom Teachers must register pupils either Present (Yes) or Absent (No).
3. Pupils must not be registered present unless they are physically present and seen by the teacher during registration.
4. Registration should be completed before 8:00 AM.
5. Pupils who arrive late to their classroom must sign in the Late Book at the School Front Desk to register their presence and explain their lateness.
6. Starting from 8:30, tardy pupils must be directed to the Key stage administrative officer's office.
7. Pupils are not allowed to interrupt a running period.
8. The Key stage administrative officer checks all register entries and inputs the appropriate official registration codes.

### Tardiness

Punctuality is essential to the smooth running of our school day and to your child's readiness to learn.

A child who arrives after the line has moved into class but is in time for registration is still considered late to school. This will be registered on the database and is shown later on reports.

In the event of tardiness the below process is followed:

- Parents will be notified on the same day by SMS the first three times.
- If a student arrives after registration, they will not be allowed to join their class until the beginning of the following lesson to avoid disrupting the teacher and their peers who will already be engaged in their learning.
- On the **fourth occasion** of lateness to school, parents will receive a letter A which they will need to sign in acknowledgment that their child has been persistently late. A copy of this letter will be kept in the pupil's file.
- On the fifth occasion, If a child is late a further time, parents will be contacted via telephone.
- On the **sixth occasion**, parents will be required to attend a meeting with a member of the Senior Leadership Team to discuss this and previous lateness.
- On the seventh occasion, parents will receive a letter B.



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- On the eighth occasion the student is deprived of attending the first session.

### **Pupils' Dismissals:**

If, for any reason, a pupil needs to leave the school site during the school day, an email must be sent by parents to [gescairo@gescairo.com](mailto:gescairo@gescairo.com) before 12:00 PM. A written permission should be prepared by GES Cairo front Desk representative so the pupil can get out of the school main gate.

Unless special arrangements have been made with the parents via email, pupils must not leave the school site unaccompanied by a known or trusted adult.

In case anyone other than the known parents should come to pick up any pupil, a Delegation Form should be filled in with his/her full name along with his/her Civil ID.

Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the school site without permission constitute breaches of the School's Behaviour and Discipline Policy and may lead to disciplinary action being taken.

### **LATENESS LETTER 'A'**



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**Dear Parents of \_\_\_\_\_ in Year 4 Red**

It has been brought to my attention that your child has been late more than three times this academic year.

As a school, we place great importance on punctuality. Students who are late to school are missing important components of their learning. Families have an important role to play in ensuring that their children attend on time each day. As both punctuality and attendance at the Primary level tend to set the pattern for later years, we ask parents to co-operate in making sure that students attend regularly and on time.

Please check your home arrangements to ensure that your child arrives on time. **They should arrive in school no later than 7.40am.**

As a parent, you have a vital role in ensuring and promoting punctuality of your child at school. Please work with us and we will continue to monitor. If your child is late again, we will ask you to come to school to discuss this matter.

Yours sincerely,

Deputy Headteacher's Signature



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Tuesday 23<sup>rd</sup> November, 2021

### LATENESS LETTER 'B'

Parents of \_\_\_\_\_ in Year 9 Yellow

Following our discussion on 1<sup>st</sup> November, 2021 regarding your child's persistent lateness to school, it has come to our attention that this lateness has continued. As discussed on phone with the Deputy Headteacher, the following sanctions will now apply:

- They will not be admitted to class until the first session ends, pupil will be waiting in the administrative officer's office until the following session, to avoid disturbing the class routine.

Or

- School transport must be arranged to ensure that they arrive on time. This will begin on 1<sup>st</sup> December 2021 and remain until the end of Term two.

Please understand that these sanctions apply because of an inadequate response to earlier requests to support school policy. Lateness affects not only your child's learning but that of other children in the class.

Please fill in the reply slip below and send it back to administrative officer

Please contact the Transport Department to arrange bus transportation for your child.

Yours sincerely,

Headteacher's Signature

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**Reply Slip**



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Child's name \_\_\_\_\_,

Class \_\_\_\_\_

I have received notification of a formal warning of lateness for my child and understand the sanctions.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Consequences of Unexcused Absence**

Attendance is essential to the smooth running of our school day and to your child's readiness to learn.



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In the event of absence the below process is followed:

- Parents will be contacted on the same day by phone call to explain the reasons for absence. Official paperwork e.g. doctor's letter or letter from the sports club or embassy proving the reason for absence needs to be sent to school within 48 hours from the absence for it to be considered excused, otherwise it will remain unexcused.
- On the **third occasion** of unexcused absence to school, parents will receive a letter which they will need to sign in acknowledgment that their child has been persistently absent. A copy of this letter will be kept in the pupil's file.
- On the **fourth occasion**, parents will receive a letter and the AO will schedule a meeting with the parents and the relevant Deputy Headteacher
- On the **fifth occasion**, parents will be required to attend a meeting with a member of the Whole School Director to discuss this and previous lateness.

Absence will be registered on the database and is shown later on reports.

Example letter for unexcused absence:

Date

### UNEXCUSED ABSENCE LETTER 'A'

Dear Parents of \_\_\_\_\_ in (class)

It has been brought to my attention that your child has been absent three times this academic year.

As a school, we place great importance on attendance. Students who are absent from school are missing important components of their learning. Families have an important role to play in ensuring that their children attend each day, unless the absence is excused, which requires official documentation such as a doctor's note, letter from a club regarding a competition or an embassy regarding a visa application. As both punctuality and attendance at the Primary level tend to set the pattern for later years, we ask parents to co-operate in making sure that students attend regularly and on time.







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Please check your home arrangements to ensure that your child arrives on time. **They should arrive in school no later than 7.40am.**

As a parent, you have a vital role in ensuring and promoting the daily attendance of your child at school. Please work with us and we will continue to monitor. If your child is late again, we will ask you to come to school to discuss this matter.

Yours sincerely,

Deputy Headteacher's Signature

Date

### **UNEXCUSED ABSENCE LETTER 'B'**

**Parents of \_\_\_\_\_ in (Class)**

Following the letter sent on \_\_\_\_\_ regarding your child's persistent unexcused absence, it has come to our attention that this has continued. You will be contacted by your relevant Administrative Officer to attend an attendance meeting with your child's Deputy Headteacher to discuss your child's absence and ways forward to ensure that they attend daily.

Please fill in the reply slip below and send it back to your administrative officer.

Yours sincerely,

Deputy Headteacher's Signature

✂-----

### **Reply Slip**

Child's name \_\_\_\_\_, Class \_\_\_\_\_

I have received notification of a formal warning of lateness for my child and understand the sanctions.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



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