



El Alsson
British & American International School



DEVELOPING SUCCESSFUL 21ST CENTURY CITIZENS

Teaching and Learning Policy

OUR VISION

DEVELOPING SUCCESSFUL 21ST CENTURY CITIZENS

OUR MISSION

To achieve our goals through thinking, learning and caring

THINKING means

SEEING THE BIG PICTURE

- Thinking for ourselves
- Thinking for the future
- Creativity without borders
- Making responsible decisions

LEARNING means

ALL LEARNING ALL THE TIME

- Creating opportunities and extending our limits
- Achieving our goals
- Teachers make it happen
- Celebrating success

CARING means

EVERYONE VALUED

- Strength in belonging to our school community
- Supporting and being supported
- Being safe, secure, happy and healthy
- Respecting ourselves, others and the world around us

DATE OF POLICY REVIEW

May 2017

El Alsson British & American International School

Attendance Policy

Adopted:

Review date:

1. Aim

The aim of *El Alsson School* attendance policy is to enable the school to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as is possible.

El Alsson School takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

2. Roles and responsibilities

School Leadership Team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families.
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement.
- ensure that all staff are up to date with the school's attendance policy.
- ensure that systems to record and report attendance data are in place and working effectively.
- document any specific interventions or steps taken to work with families to improve their child's attendance.

Teachers

As part of our whole-school approach to maintaining high attendance, the school's teachers :

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance policy.
- ensure that they are following the correct systems for recording attendance and that attendance is taken at the start of each lesson.
- contribute to strategy meetings and interventions where they are needed

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school.
- promote the value of good education and the importance of regular school attendance at home.
- encourage and support their children's aspirations.
- follow the set school procedure for reporting the absence of their child from school (**see section 3**), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the Head teacher (**see section 5**)

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- be aware of the school's attendance policy, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- speak to their form tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- bring a note of explanation from their parents or carers to explain an absence that has happened or is foreseen
- follow the correct set school procedure if they arrive late (**see section 4**). Pupils are held responsible for this and it is made clear to all pupils what this procedure is by their form tutors. This will help the school to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for health and safety in the event of a school evacuation

3. Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised. Where staff have concerns regarding absences they should follow the school's safeguarding procedures.

*****Study leave**

The school has a period of study leave leading up to GCSE and A Level examinations where pupils are granted authorised absence to revise at home. The school operates study sessions at school within this time to help with revision and to reduce the amount of time spent out of school.

Categories of absence	Procedures for reporting absences	ACTION TAKEN BY
1-Student absent one or two days without prior permission	<p>By 9am on the first day of absence parents should inform the school (British office) by telephone and let them know what date their child is expected to return.</p> <p>On return, student is required to bring to tutor a written note from parents.</p> <p>Note to be kept in class file in British Office.</p>	<p>Parents</p> <p>Parents / Tutors</p> <p>Heba</p>
2-Student absent three or more days without prior permission	<p>A doctor's certificate or official medical certificate must be brought to tutor immediately upon return.</p> <p>Certificate to be kept in class file in British Office.</p>	<p>Tutor</p> <p>Heba</p>
3-Medical or dental appointments	<p>Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.</p> <p>Parents should inform the school (British office) by telephone</p>	<p>Parents</p>
4-Authorised absences	<p>All requests for authorised absence must be made in writing by parents to the Headteacher. Requests will outline the reason and when the child is expected to return to school.</p> <p><i>Requests for leave of this type must be made in writing to the Headteacher XX days/weeks in advance of the leave being taken. In the case of unforeseen circumstances, such as a family bereavement that requires the child to travel to another country, this will be taken into consideration.</i></p> <p><i>The Headteacher may only grant such requests in exceptional circumstances and the Headteacher's decision is final on whether the request is approved and the length of absence approved.</i></p> <p>***Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time.</p> <p>IF PERMISSION IS NOT GRANTED, BUT THE STUDENT IS STILL ABSENT, THE ABSENCE IS CLASSIFIED AS UNAUTHORISED</p>	<p>Parents</p> <p>Head teacher</p>
5-Suspension	<p>Suspension is treated as an authorised absence.</p>	<p>Head teacher</p>

4. School action: following up absences

3Sys class registers are checked by **British Office (Heba)** at the end of the registration/during Period 1.

Any **occasional absence** should be dealt with in the following way:

1. If parents have not contacted school by 9 am, **Heba** will follow up any unauthorised absence with phone call home and keep a log.
2. If no response within 3 days KS. Assistant Headteacher will send an email home. **Heba** to keep a log

Persistent Absence should be dealt with in the following way:

1. Absence below **90% (decide on %)** = LETTER 1 sent home. Tutor monitors attendance via attendance report card for 2 weeks.
2. If no progress is made then LETTER 2 sent home. Meeting with student, parents, and AH. At the meeting an 'Action plan' is drawn up, with parents/students taking responsibility for reward or punishment to make it happen. KS AH to contact parents after a further 2 weeks to discuss progress.
3. No progress would lead to LETTER 3 sent home. Meeting with students, parents and Headteacher.

***Tutors**

Form tutors will chase pupils for written explanation from their parents/carers for their absence upon the pupil's return from being away. This is for the school records and is necessary no matter what the reason or length of the absence.

****Truantiing**

The school will take disciplinary action against any pupils who are discovered to be truantiing and parents or carers will be contacted to discuss possible reasons and school support systems that could help.

4. Late arrival

The school day starts at 7:55 with Assembly followed by Registration at 8:05. It is compulsory for all students to attend Assembly and registration. First lesson starts at 8:15

SANCTIONS RESULTING FROM FAILURE TO MEET PUNCTUALITY SCHOOL EXPECTATIONS

IF STUDENTS	CONSEQUENCES	ACTION TAKEN BY
arrive during assembly	<p><u>Students will be stopped by staff on duty and must remain still if arrival is during the salute to the flag or the playing of the national anthem. Detention will be given for break that day</u></p> <p>Lateness will be monitored by the AH and further action taken as necessary:</p> <p>3 lates – telephone call to parents</p> <p>5 lates – letter sent to parents</p> <p>6th late – student will be sent home</p>	<p>Tutors</p> <p>AH</p>
arrive after assembly	<p><u>Students must sign in at Security, where they will be issued with a late card*</u>.</p> <p>Lateness will be monitored by the AH and further action taken as necessary, in line with the section above.</p> <p>If a regular pattern of lates (decide on number??) is emerging after 2 weeks, student on Punctuality Card for 2 weeks. LETTER 1 sent home.</p>	<p>AH</p>
are late to lessons during the day	<p>1st occasion - verbal warning.</p> <p>2nd occasion – detention.</p> <p>3rd occasion – student is placed on Punctuality Report and letter sent home</p>	<p>Subject Teacher</p> <p>Subject Teacher</p> <p>AH</p>

**Students must bring their late cards to the British Office so that the register can be updated. They will then be given a late slip to take to class.