



Lateness, Absence and Late Collection Policy

The school will maintain accurate daily attendance data for each student, including timely or late arrival to school.

Parents/Guardians will make every effort to ensure that their children attend school every school day and arrive on time.

If students need to be absent from school for a particular day, Parents/Guardians must inform the School accordingly (in line with Policy No 55).

Persistent lateness and absence interrupt and disrupt a child's education.

Lateness can also disrupt lessons for other children in the class.

All advanced absence must be made in writing to the Headteacher. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.

Unauthorised

The following types of absences are to be regarded as unauthorised:

1. Shopping trips
2. Unnecessary travel
3. Other types of absences not included in the authorised absences list

Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation.

Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Authorised

If an absence is authorised, the student has the right to make up the work and tests that were missed. If an absence is unauthorised, the school will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

Parents/Guardians who plan to have their children miss several days of school are required to notify the school **at least ten days before** the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.



The student or Parent/Guardian shall be responsible for contacting the School administration to learn of all assignments and tasks given to the student.

These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

Expulsion

The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the schools has already sent three warning letters, such that a warning is sent every three days.

Additionally, the expulsion order must be issued by school Principal and approved by ADEC, and the guardian is informed.

Persistent Lateness and/or Absence

Tackling persistent issues such as these takes a Teacher's focus away from the children and onto administration and "catching up" with a child when they return to school.

Repton Abu Dhabi will deal with persistent lateness or absence as follows:

1. Verbal Warning

After 3 days, the Teacher phones Parents or speaks to them face to face to address the problem.

The Teacher follows this up in Pupil Notes

2. Written Letter

After 3 further instances, a Parent Letter is written by Head of Year

3. Headteacher Letter

After 3 further late days, the Headteacher writes a letter to the Parents.

Should the situation not improve, the matter is taken further.



Late Collection Policy

Repton understands that on occasion, parents may be held up by traffic or by rare emergency situations. We therefore allow a discretionary period of 10 minutes for parents to collect their child.

After 10 minutes, the child is then taken to an emergency late collection room for further 10 minutes. This allows the Class Teacher to go to meetings, plan, prepare and assess.

If the child is still not collected after this 20 minutes, they are escorted to Reception.

Reception then call parents and the situation is logged formally.

It is followed up via email to the Class Teacher, Head of Year and Head of Key Stage.

Should a parent be consistently late in collecting their child(ren) it depletes the school's staff resources which should be used in preparing for outstanding education.

Repton Abu Dhabi will deal with persistent late collection as follows:

1. Email from Class Teacher or face to face contact
After 3 episodes of lateness within a term, the Class Teacher sends an email to the parents (cc. Head of Year and Head of Section)

The teacher follows this up in pupil notes on Engage.

2. Written letter from Head of Key Stage
After 3 further instances, a Parent Letter is written by Head of Key Stage, stating the number of occasions on which this has happened.
(cc. Class Teacher, Head of Year and Head Teacher)

3. Head Teacher Letter
After 3 further late days, Head Teacher writes a letter to the Parents.

Should the situation not improve, the matter is taken further.

Date Reviewed: September 2018

Review Date: September 2019

