



## Student Attendance Policy

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## Introduction

Our intention at The Multinational School Bahrain is to enable all students to fulfil their potential. We aim to develop an ethos in which individual students take full advantage of opportunities available to them in the school. We aim for an environment which enables and encourages all members of the community to reach out for excellence.

All students have a right to a rich and productive education. At Multinational School Bahrain all members of the school community support high levels of attendance for all its students as a critical ingredient of ensuring academic success for its students. High levels of absence have a detrimental impact on students' progress and attainment. The school aims to support all students to achieve to their full potential by providing a supportive set of procedures aimed at ensuring high levels of attendance and, as a consequence, equality of opportunity for all students.

Attendance procedures have at their heart the aim of preventing absence becoming a long-term issue and deteriorating into persistent absenteeism. Procedures are designed to support parents in their responsibility to ensure their children attend the school daily. Care is taken to ensure all is done to engage parents in the process of ensuring a minimum of 85% attendance based on the current Ministry of Education rules for students. However, when other strategies have failed the school takes its responsibility to ensure equality of opportunity for all its students very seriously and will take the necessary action.

### Monitoring of Attendance in Normal Circumstances

Students' attendance is monitored through our school management application. Homeroom teachers enter the student's attendance at the beginning of each day during the homeroom time. Late arrivals and early departures from school are monitored and recorded by the receptionist. All documents relating to attendance is filed and managed by the receptionists.

Attendance figures are constantly monitored by the school counsellors and any significant attendance issues are reported to the relevant Heads of Schools and the Principal.

### Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

#### STUDENTS:

Students are responsible for ensuring they are in the school every day on time.

#### PARENTS:

Parents are fully responsible for ensuring the highest levels of attendance possible and not less than 85% (153 days). They are encouraged to let the receptionists and homeroom teachers know via email or phone call as far in advance if possible if their child will be absent, late or need to leave early on that day. They are obliged to provide the school with a full explanation of why the student will not be attending; **explanations are added to staffroom.**

#### HOMEROOM TEACHERS:

Homeroom teachers are to record attendance on the school management software by 8:00am each day. Homeroom teachers should encourage students to attend regularly by building positive relationships.

## RECEPTIONISTS:

Receptionists are responsible for ensuring that attendance is recorded daily by homeroom teachers. They input information relating to late arrivals and early departures. They receive and monitor all documents/communication from parents related to attendance. Receptionists will communicate this immediately to the school counsellors and homeroom teachers. Reception will also change any unauthorised absence to "excused" when supplied with a valid reason.

## SCHOOL COUNSELLORS:

Counsellors are responsible for contacting parents who have not provided a reason for the student absence. They will endeavour to follow up on calls where parents have not responded, doing everything in their power to ensure attendance is addressed without formal procedures. Should the problem persist then the matter shall be brought to the Head of School and to the Principal, as needed.

## **Use of Rewards**

The school uses rewards to support its drive to improve attendance for all. Students are rewarded monthly and yearly for high levels of attendance.

## **Understanding types of absence:**

Every absence has to be classified by the school (not by the parents) as one of the following:

<b>Classification</b>	<b>Description</b>
<b>Absent</b>	Student does not report to school on a given day without a valid reason.
<b>Excused</b>	Student does not report to school but has a valid reason, such as illness, medical/dental appointments, family commitment (funeral, wedding, medical), unavoidable circumstances and study leave (Upper Secondary School). Parents are to inform the school  Students must bring a copy of the appointment letter or card received for the student's file as proof of the appointment and given to the receptionists.
<b>Left Early - Absent</b>	Student leaves school without a valid reason.
<b>Left Early - Excused</b>	Student leaves school and has a valid reason, such as those mentioned under 'excused'. Evidence of appointment/sick leave to be handed to the receptionists the following day.

Classifications of 'Absent' are instances of non-attendance which the school does not consider reasonable and for which no permission has been given.

Whilst any child may be absent from the school because they are ill, sometimes they can be reluctant to attend school. Any problems with irregular attendance are best resolved between the school, the parents and the child.

## **Persistent Absenteeism (PA):**

A student becomes a 'persistent absentee' when they miss 10 or more school days across the school year; this is monitored by the school counsellors and the homeroom teachers. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and cooperation to tackle this.

Days Absent	Follow-up Procedure
10	Email and phone call by the school counsellor
18	Second email and phone call by the school counsellor. Written warning to be signed by parents and student.
24	Final email and phone call by the school counsellor. Meeting with parents, Head of School and school counsellor. Final written warning to be signed by parents and students.
27	Head of School and Principal to inform parents that student will not be promoted to the subsequent year. Matter referred to the Ministry of Education if absences reach 27 days or greater as soon as possible thereafter.

### The Ministry of Education:

Parents are expected to contact the school at an early stage and to work with the school staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the student to the Ministry of Education. The school will also try to resolve the situation by agreement but, if other ways of trying to improve the student's attendance have failed and unauthorized absences persist, the Ministry of Education will be informed and proceed at their discretion. Full details of the options open to enforce attendance at the school are available from the school or at the Ministry of Education.

### School Arrival Timings:

6:30	Registered morning care students are permitted to enter
7:30	Gates are opened, students enter the school grounds for line up.
7:40	School day starts. Students attend homeroom for registration.
8:00	First lesson begins.

### Lateness:

Poor punctuality results in students missing the start of the school day therefore missing out on lessons and important information. Late arrivals also disrupt lessons, the learning of others and can be embarrassing for the student. We encourage punctuality.

The school day starts at **7.40am** and we expect students to be in class at that time. Registration by homeroom teachers are marked by **7:50am** and students will be marked as late if they are not in by that time. Students who arrive after 7:50am need to attend the Reception desk to collect a late slip before attending classes.

**Holidays in Term Time:**

Taking holidays in term time will affect a student's education as much as any other absence and we expect parents to help us by not taking their child away on holiday in school time. Religious holidays are exempted from the rule.

**Summary:** The school has an obligation to make available its attendance figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend school regularly and on time.

All school staff are committed to working with parents and students as the best way to ensure a high a level of attendance as possible.