



# مدرسة البراعم العامة Buds Public School

## ATTENDANCE POLICY

### **Purpose**

Research clearly shows that attendance is clearly linked to attainment. Buds Public School (BPS) believes that regular attendance is essential to the progress and achievement of the student and shall be strongly reinforced and encouraged by the Principal/Heads of Phases and relevant staff.

Attendance will be monitored and recorded daily in the BPS portal, and summary statistics reported to parents. Students who are absent for more than 10% of the class time during a term may be subject to further action by the school or higher authority.

Occasionally there may be times when absence is utterly unavoidable. On these occasions it will be the student's responsibility to catch up on all the work missed. Expectations for an outstanding school include an attendance rate of over 98%. When a student is absent BPS will require a satisfactory explanation for absence from parents or guardians, either in person, by telephone or by written note. Absences may be authorized or unauthorized.

For planned absences, parents should complete a request for authorized absence and submit this to the relevant staff member with as much notice as possible. Once approved, the information will be updated on the registers. For unplanned absences, parents should email or telephone to inform the school on the day of absence (before a school based agreed time).

The school will endeavor to provide work and mark/review work undertaken as a result of absence, but without adequate notice and agreed approval, this will not always be possible

All government and regulatory policies will be followed. Policies, processes and relevant aspects will be updated if regulations change or on notification from authorities.

This policy and related processes should be shared with staff, parents, guardians and students when students are enrolled in the school.

### **Roles and responsibilities**

- The Principal/Head of Phase is responsible for ensuring the attendance policy and procedures are implemented and monitored in school and that every member of the staff is aware of the contents of this policy
- School staff are responsible for implementing the attendance policy on a day to day basis, and for ensuring correct procedure is followed.
- Parents are responsible for enabling and encouraging regular attendance and for notifying the school of any absence by a student, either retrospectively or in advance, as appropriate to the absence.

### **Effective and revision dates**

This policy is effective from April 2024 and will be reviewed in March 2025.