



'Students achieving their full potential as active thinkers and self-motivated, life-long learners within a supportive environment'



# Attendance and Lateness Policy

|                            |                            |
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| <b>Reviewed by:</b><br>SLT | <b>Date: December 2025</b> |
| <b>To be reviewed:</b>     | <b>Date: December 2026</b> |

## **Rationale**

Cambridge English School recognises that regular school attendance is essential if children are to achieve their full potential.

Good attendance and punctuality are paramount to the development and academic achievement of pupils. At Cambridge English School, we believe that setting good attendance patterns from an early age, from EYFS through to Secondary, will maximise the educational opportunities of the pupils and will help them to develop into emotionally resilient, confident, and competent citizens who are able to reach their full potential and make a positive contribution to their community.

Reference:

[https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working\\_together\\_to\\_improve\\_school\\_attendance - August 2024.pdf](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance - August 2024.pdf)

[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

Cambridge English School Mangaf Policies:

Child Protection

It is important to be familiar with the school's procedures and guidelines for attendance. The following appendices include:

- Appendix 1: Legal Framework
- Appendix 2: Reporting Absence
- Appendix 3: Procedure for Requesting Leave of Absence
- Appendix 4: Late Arrival & Registration Times
- Appendix 5: Roles and Responsibilities
- Appendix 6: Improving Attendance
- Appendix 7: Reporting Absence Formally
- Appendix 8: Lateness to School Procedure
- Appendix 9: Attendance Register Guidelines

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## **Appendix 1**

### **LEGAL FRAMEWORK**

The Ministry of Private Education, Kuwait, states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude through regular attendance at school. Schooling in Kuwait is compulsory (EYFS is available but not mandatory) for all children aged six through to 14.

Cambridge English School are duty bound to report to the Ministry of Private Education any child who has **15** or more absences in any one academic year. Children who fail to meet the attendance requirements risk not being re-registered or risk being deemed as failing the school year.

The Ministry of Private Education requires schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. However, our practice at CES (Cambridge English School) is that registers are completed once a day for Primary class teachers and Secondary form tutors and every Secondary subject lesson (using Microsoft Teams) so that we can track attendance in every lesson to ensure that all pupils are where they should be and are learning.

#### **The register must record whether a pupil is:**

- **Present or Absent** - If Absent, whether it is an authorised or unauthorised absence
- If the child has arrived **Late** or has **Left Early** - whether the Lateness or Early departure was authorised.
- Student attendance for all lessons is recorded on MyU/Attendance Tracker

## **Appendix 2**

### **REPORTING ABSENCE**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation or medical evidence for the pupil's absence has been received.

Parents should therefore advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note and/or medical evidence from the parent which will be kept in their student file, though verbal explanations may be acceptable, where this is considered appropriate.

#### **Categorising absence**

##### **Absence will be categorised as follows:**

- **Illness:** In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.
- **Medical/Dental Appointments:** Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should complete the **Request for Absence Form** before their child is released.
- **Other Authorised Circumstances:** This relates to occasions where there is cause for absence due to exceptional circumstances; for example, a family bereavement or for events such as religious observance.
- **Suspension Absence:** Suspension from attending school, i.e., when a child is suspended for inappropriate behaviour is counted as an unauthorised absence. The child's class teacher will plan for work to be sent home.
- **Family Holidays and Extended Leave:** Parents are strongly advised to avoid taking their children on holiday during term time. The school holiday dates are published a year in advance, and we ask that parents plan their holidays during school holidays. Parents

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do not have an automatic right to remove their child from school during term time for the purpose of extending a weekend or taking additional holiday.

## **Appendix 3**

### **PROCEDURE FOR REQUESTING LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES:**

In the first instance parents wishing a leave of absence for their child during term time must complete the **Request for Absence Form** in advance and return to the Head of Early Years, Head of Primary or Head of Secondary before arrangements are made.

Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually on its own merits and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity to any internal test, assessment, or public examinations
- Pupil's ability to catch up on the work missed
- Pupils' educational needs & their current performance
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to either by phone or in writing by the Head of Early Years, Head of Primary, Head of Secondary or the Principal. Where a request has been granted the letter should state:

- The expected date of return
- That parent must contact school should any delays occur
- That the child's place may be withdrawn if the family does not return as expected.

If permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases the school may send a report to the Ministry of Private Education.

Only in **exceptional circumstances** will an extended leave of absence of more than 10 school days be agreed. In such cases, consideration will also be given. In all cases though, parents will be required to justify why the absence needs to happen during term time. If a family member is travelling abroad for medical reasons, a copy of the letter from the Kuwait Ministry or hospital with details of medical procedure.



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## **Appendix 4**

### **LATE ARRIVAL & REGISTRATION TIMES**

Registers are taken in the classroom at 7.35am for all classes and completed by 8am. Pupils arriving after 8am will be marked as present but late.

Attendance will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as **Late, Unauthorised** if the pupil has arrived late without a justifiable reason.

#### **Unauthorised absence: Examples of unsatisfactory explanations include:**

- A pupil's/family member's birthday
- Shopping for uniforms or any other items
- Having their hair cut
- "Couldn't get up"
- Holidays taken without the authorisation of school

### **Children who Leave School Early**

Parents who wish to remove children early before the end of the day must complete **The Request for Absence Form** and provide supporting evidence, for example a hospital appointment card. In such circumstances we request that you give the school at least one day's notice so the absence can be recorded as authorised.

Only the Head of Early Years, Primary, Secondary or Principal can authorise a child to leave school early. Children who are drawn from class before the end of the day, for example on a Thursday to go away for the weekend will have the absence recorded as unauthorised for the full day. This is to act as deterrent because when children leave school early it affects not only their learning but also disrupts the classroom dynamic for the children remaining.

## **Appendix 5**

### **ROLES AND RESPONSIBILITIES**

**Cambridge English School** believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, parents, pupils, and the wider school community. As such the:

#### **School will:**

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the staff to audit the attendance registers for compliance.
- Agree school attendance targets and submit these to the Principal within the agreed timescale each year.
- Monitor the school's attendance and related issues through termly reporting and at weekly Senior Leadership Meetings.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

#### **The Senior Leadership Team will:**

- Actively promote the importance and value of good attendance to pupils and their parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance and Lateness Policy and ensure that the policy is reviewed annually or more frequently if required.
- Ensure that all staff are aware of the Attendance and Lateness Policy and trained to address attendance issues.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.

## All Teachers and Form Tutors will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Follow systems to report, record and monitor the attendance of all pupils.
- Analyse attendance data to identify causes and patterns of absence.
- Contribute to the evaluation of school strategies and interventions.
- Communicate with parents if a child is responsible for failing to attend school.

## Parents will:

- Ensure that their child attends school every day and on time.
- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let us know the reason and the expected date of return.
- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Avoid at all costs taking children out of school before the end of the school day unless necessary.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage good routines at home, for example, bedtimes, homework, preparing the school bag and uniform, the evening before, etc.
- Not keep their child off school to go shopping, to help at home or for a birthday
- Avoid taking Leave of Absence during term-time, where this is unavoidable; send a written request to the Principal/Heads of Section in advance of the Leave of Absence as per school procedure.

## **Appendix 6**

### **IMPROVING ATTENDANCE**

Cambridge English School recognises that poor attendance is often an indication of a variety of reasons in a child's life. This may be related to several reasons. Parents should make the school aware of any difficulties or changes in circumstances that may affect their child's attendance.

If there are 3 consecutive days in a row of absence, then the school social worker and her team will call the parent to find out more information and to offer, if needed advice.

To support and improve attendance, the school will work alongside parents and pupils through:

- Promoting a healthy lifestyle (living healthily can reduce getting ill and missing school)
- The Parent and Student Agreement
- Year group and whole school assemblies
- Newsletters
- Parent contracts - The contract will outline attendance targets and will detail agreed actions that will help to achieve the target
- Reward systems – pupils awarded for full attendance
- Behaviour support – Support offered to families will be child centred and planned in discussion and agreement with both parent and pupils.

### **Attendance Rewards**

At Cambridge English School, our target is to achieve 100% attendance throughout the school year.

During the Flag assemblies, certificates will be awarded for the following:

- Weekly for classes/tutor groups that achieve highest attendance
- Termly for students that achieve 100% attendance

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### Attendance Reporting & Thresholds

Students' attendance rates will be shared at the end of the term 1 and 2 and mid and end of year reports using the following ratings.

| Students Attendance Percentage | Attendance Rating |
|--------------------------------|-------------------|
| 100%                           | Excellent         |
| >94%-99%                       | Good              |
| 90%-94%                        | Satisfactory      |
| <90%                           | Unsatisfactory    |

## **Appendix 7**

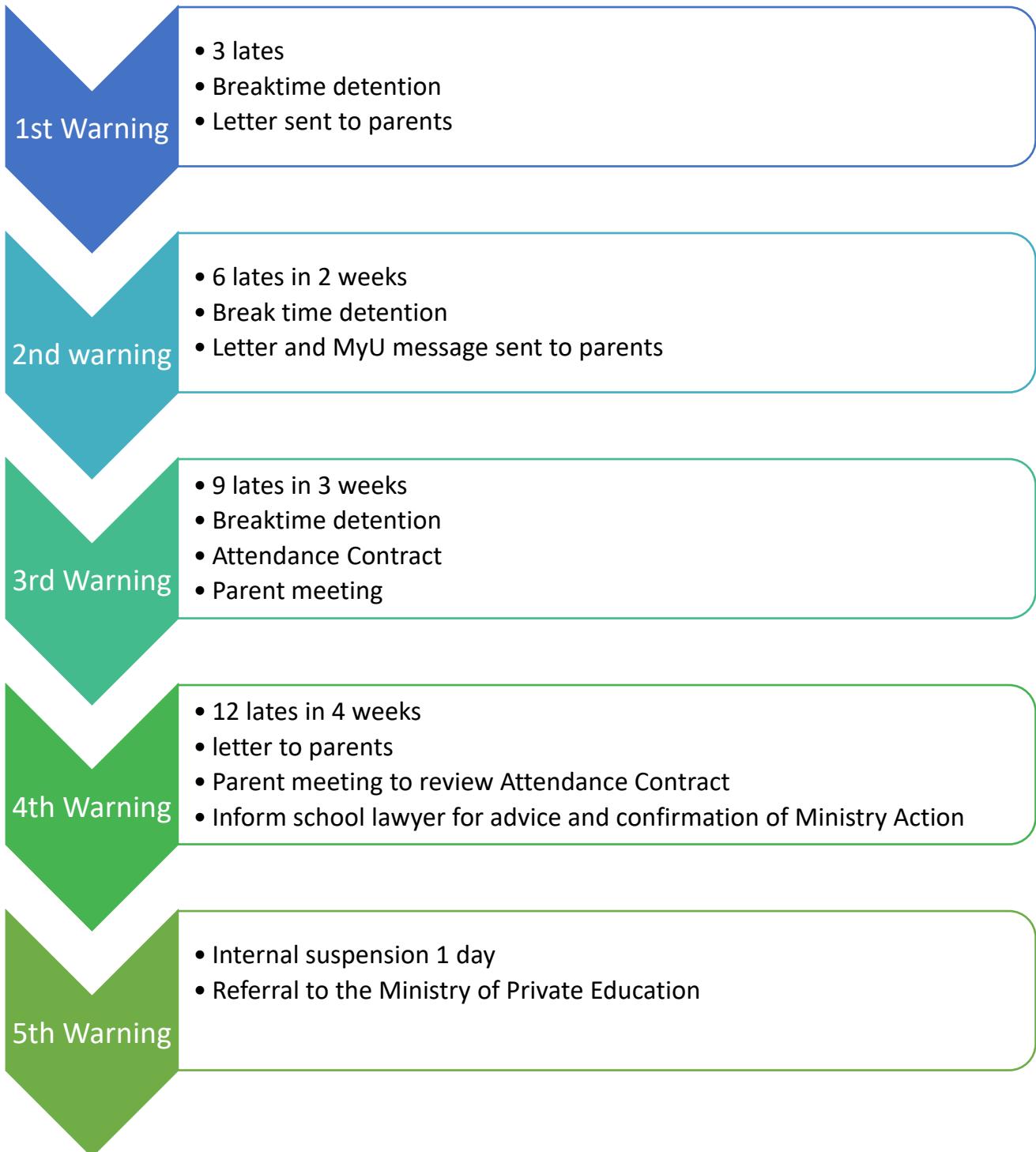
### **Reporting Absence Formally**

If a student is absent from Cambridge English School, the following actions will be taken:

| Number of Days Absence | Action   | Grades/marks are deducted for absences                                |
|------------------------|--|---|
| 3 days unauthorised    | 1 <sup>st</sup> Warning -<br>Student to sign an absence warning letter and attendance contract, parent called<br>Letter and email to be sent to parent to inform of absences<br>School not to decrease                           | No  |
| 6 days unauthorised    | 2 <sup>nd</sup> Warning<br>Student to sign an absence warning letter and attendance contract, parent called<br>Letter and email to be sent to parent to inform of absences<br>School deducts 1/2 grade from each subject         | ½ grade decrease  |
| 9 days unauthorised    | 3 <sup>rd</sup> Warning<br>Student to sign an absence warning letter and attendance contract<br>Letter and email to be sent to parent to inform of absences<br>School deducts 1 grade from each subject<br>School meets parent/s | 1 grade   |
| 12 days unauthorised   | 4 <sup>th</sup> Warning<br>Student to sign an absence warning letter and attendance contract<br>Letter and email to be sent to parent to inform of absences<br>School deducts 1 grade from each subject<br>School meets parent/s | 2 grades  |
| 15 days unauthorised   | 5 <sup>th</sup> Warning<br>Student to sign an absence warning letter and attendance contract<br>School meets or emails parent/s<br>School informs the Ministry of Private Education of absences                                  | No mid-term exam entries and no formal grades are awarded to students |

## Appendix 8

### Lateness to School Procedure



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## **Appendix 9**

### ***ATTENDANCE REGISTER GUIDELINES***

MyU - Management Information System.

Cambridge English School Mangaf use a management information system called MyU to record and track attendance. All teaching staff have their own personal username and password.

#### **DAILY PROCESS**

- Staff to check the register, if the register is incorrect, inform Ms. Maha, Ms. Sophia and Mr. Omar.
- All teaching staff have a duty of care to ensure that all the registers are completely daily, are accurate and on time.
- All AM registers to be completed by 7.35am
- All class and specialist registers to be completed within the first 10 minutes of the lesson
- Staff are to use the following applicable attendance codes highlighted in Green.

| Reason                 | Code | Reason                 | Code |
|------------------------|------|------------------------|------|
| Present                | /    | Left Early             | S    |
| Absent (authorised)    | A    | Absent (medical)       | M    |
| Absent (unauthorised)  | O    | Absent (funeral)       | B    |
| Late (authorised)      | I    | Educational Activity   | V    |
| Late (unauthorised)    | L    | Religious              | R    |
| Suspension             | E    | School Closure         | C    |
| Holiday (unauthorised) | G    | Illness                | U    |
| Sports Day             | D    | Year 11/12 Study Leave | T    |
| Lockdown               | K    |                        |      |

## TRANSFERS DURING THE YEAR

- If a child transfers from another class, the register will be updated by Ms. Maha, Ms. Sophia, or Mr. Omar. A notification of the change will be sent by email to the class/form tutor.
- The Principal or the Heads of School are the only members of staff that can authorise a class change for a student.