



PUPIL ATTENDANCE AND PUNCTUALITY POLICY

W49

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Deputy Heads Pastoral

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PURPOSE

This policy is directly related to our vision, **Inspiring Minds**, and is underpinned by our Core Values of **Discovery, Courage and Humanity**. It documents the aims and strategies that promote regular attendance and punctuality, supporting children's well-being and academic success across the whole school.

Every member of the Doha College community has the right to a full and enriching educational experience, and regular attendance is essential to achieving this. Doha College upholds the expectation that all pupils attend school on time, every day the school is open, unless absence is genuinely unavoidable.

At Doha College, we are committed to ensuring that every pupil has the opportunity to reach their full potential. There is a direct correlation between good attendance and high academic achievement, and we believe that every day in school matters. Absence and persistent lateness disrupt not only individual progress but also others' learning. If absence does occur, parents and carers must inform the school promptly, and all absences are recorded and monitored carefully on our systems to ensure concerns are identified and addressed early.

Promoting regular attendance is a shared responsibility between the school, parents, carers, and pupils. Doha College is committed to working in partnership with all members of our community to support attendance, recognise and celebrate good attendance, and address concerns swiftly and fairly. The school ethos is clear: every pupil is valued, their presence matters, and persistent absence or poor punctuality will not go unaddressed.

ROLES AND RESPONSIBILITIES

PROMOTING REGULAR ATTENDANCE and helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils, and all members of Doha College staff.

To achieve this, Doha College will:

- Report to parents/carer's termly on their child's attendance
- Monitor attendance continuously
- Celebrate good attendance
- Raise awareness with parents, students, and staff to work together on raising attendance levels across Doha College

A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year. 5% absence equates to approximately 9 school days.

SIGNING OUT PROCEDURE

If Secondary pupils have a pre-approved reason to leave during the day, they must first sign out at the Front Office and collect a security pass. Pupils in Primary must be accompanied by an authorised adult before they leave the school premises.

Parents are requested to contact Doha College well in advance and provide reasons for leaving early. **Parents are reminded to schedule appointments outside of school hours.**

The Form Tutor (Secondary), class teacher (Primary), and Front Office must also be made aware.

If pupils try to sign out without a confirmation email or if Front Office staff have any concerns about the pupil leaving, they will call a parent to confirm.

TYPES OF ABSENCE

Every half-day absence from school is classified by the school as either **EXPLAINED (E)** or **UNEXPLAINED (N)**. Therefore, information about the cause of absence is always required.

Explained absences are sessions away from school for reasons such as illness, emergencies, or other unavoidable causes, such as absences for religious observance.

Unexplained absences are those for which the school has not received any information regarding the absence.

Parents need to inform the College of any sign-outs in advance, preferably before the day begins. Without parental communication, we cannot authorise the absence.

Pupils must not sign out during the school day to avoid timetabled activities, events, assessments, or lessons they do not wish to attend. Signing out to revise or study independently outside of designated study periods is not an authorised reason for leaving school premises.

ABSENCE PROCEDURES

If a child is absent parents/carer's must:

- Contact the class teacher/ form tutor and copy in attendance@dohacollge.com as soon as possible on the first day of absence with the reason for the absence.

If a child is absent, Doha College will:

- Send an email about an unexplained absence to inform parents that the child is not in school and no reason is given.

Monitoring & reporting

We monitor all absence and punctuality thoroughly. Any immediate concerns regarding attendance and punctuality will be addressed by the relevant members of the pastoral team and recorded on CPOMS.

- Doha College will formally communicate attendance concerns to parents at least three times throughout the year. Parents of all children (regardless of the reasons provided) whose attendance is below 95% will receive an email with their child's current attendance percentage and the potential impact on their child's education.
- Poor attendance and/or punctuality may result in the child losing their place at the college, having to repeat the year, not being accepted on trips or visits, or other sanctions being applied.
- Poor attendance and/or punctuality will be treated on a case-by-case basis, and the outcome of one case does not set a precedent for another.

Attendance percentages are documented in all academic reports.

LATENESS

- Poor punctuality is not acceptable.
- Children will receive a late mark if they are not in class by 7.20 in Secondary and 7.20 in Primary
- If a child has a persistent late record parents/carers may be invited in to discuss the problem. In secondary 2 lates in 1 week will lead to an after-school detention. If students are continually late this will lead to an escalation in sanctions.
- Parents must ensure that children are dropped at school on time and picked up on time at the end of school and at the end of the co-curricular activities.

HOLIDAYS IN TERM TIME

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time.

Parents/carers must understand that by taking children out of Doha College during term time, they are making a choice to impact on their child's learning.

No holidays will be authorised during term time.

Students' attendance at university interviews will be given 5 days as approved leave from school, after this it will be classed as an explained absence.

A child's attendance falling below 95% during any academic term could affect renewal of enrolment for the following academic year.

START OF TERM

Unexplained absences during the first week of any term could result in the child being removed from Doha College and fees paid will be forfeited.

Parents have a duty to make sure that their children attend regularly. Our expectation from all our pupils is 100% attendance.