PPS ATTENDANCE POLICY

Phoenix Private School, Doha – For Students

Effective Date: August 2026

Approved By: Principal

Next Review Date: August 2027

1. Mission, Vision, and Values

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

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ATTENDANCE POLICY

Regular and punctual school attendance is important. Students need to attend school regularly. The Phoenix Private School fully recognises its responsibilities to ensure students are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all students registered at this school and this policy is made available to all parents/carers of students upon registration and available (with updates) on our school website www.pps.sch.qa.

Regular attendance at school is essential to ensure uninterrupted progress and to enable students to extend their potential. The attendance pattern for all students is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We expect all students on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

We do all we can to encourage the students to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each student in the following ways:

- attainment in school
- relationship with other students and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

Each student's attendance can be summarised as:

98%+	Excellent Well done!	This will help all aspects of their progress and life in school. This will give them a good start in life and supports a positive work ethic.
90 - 97%	Average	Well done, strive to build on this.
85 -89%	Poor	Absence is now affecting attainment and progress at school. The attendance has fallen below the school's acceptable level. Parents should work with the school urgently to improve the attendance as the student may not pass the year. Attendance below 90% (absences without valid reasons) is considered to be one of the factors in failing a student for the academic year, as per the school's Attendance Policy.
Below 85%	Unacceptable	Absence is causing SERIOUS CONCERN. It is affecting attainment and progress and is disrupting your student's learning. We will work with you to improve your student's attendance. Permitting absence from school without a good reason is an offence by the parent. Only the school can 'authorise' absence. As per the Ministry of Education, attendance below 85% (absences without valid reasons) is considered to be one of the factors in failing a student for the academic year.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case.

Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

a) In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their student's attendance; they are reminded of this duty in the school prospectus.

b) The school may issue letters to parents clearly defining the concerns within school regarding a students' absence. It is hoped that a quick response and change in levels of absence will prevent the low level of attendance. Further details regarding roles and responsibilities is identified in the appendix to this policy.

PRINCIPLES

The school recognises that students need to be punctual and attend school regularly if they are to fulfil their spiritual, moral and academic potential.

Arrival for Students

At the beginning of the school day, students should be dropped off in Reception to make their own way into the Hall. The school gates will open at 6.45am. Students are expected to be in school by 7.10am.

It is important to arrive to school on time and no later than the registration time. Please ensure you leave on time taking account of the Doha traffic as this will not mitigate arriving regularly late. Lateness will also be taken into account at the end of the academic year and must not be more than 10%; if the lateness is more than 10% then a meeting will be called with the parent and school to discuss further. Any student whose lateness is more than 10% at the end of the year may be asked to repeat the year.

Attendance for Campus Based Learning:

1. Registers are kept on a computerised system.

2. Registers are taken at the start of every morning and afternoon sessions.

3. Parents have a responsibility to ensure that the student attends school by arriving on time.

4. Students need to arrive at school in time to be registered at 7:10 a.m. and at the start of the period. Students who arrive more than 5 minutes after these times are deemed late.

5. Students who arrive late and are unable to register with their Form Teacher need to register at the Administration Office. They need to explain why they are late.

6. Lateness due to busy traffic is an inexcusable reason for being late to school and will be marked as unauthorised absence. Parents should always take traffic into consideration as their parental responsibility for the education of their students.

The PPS Expectations

Parental Responsibility

Throughout this policy, the term 'parent' represents one parent, both parents, and carer with whom the student resides.

Parents are informed of their responsibility to ensure their child attends regularly. Punctuality is also stressed as lateness impacts on learning, not only for the individual, but the class as a whole.

Attendance is discussed with each parent at parents' evenings, with the current percentage attendance being reported.

Parents have a legal obligation to ensure their child receives a full-time education. This is achieved by regular attendance at school.

1. If the student is absent from school, we would expect parents to inform school (call 6632-8091/ 4442-0844 or email admin2@pps.sch.qa) **before 7:30am** with the reason.

2. For safeguarding purposes, if the parents/ carer did not contact the school, the Attendance officer will get in touch with the parents/carer to know the reason for their child's absence.

3. Students should return to school with a note to confirm the reason for absence.

4. If no explanation for a student's absence is given, the absence is recorded as unauthorised.

5. Parents can check on their child's attendance by contacting the Admin Office.

6. Absences are recorded as being authorised or unauthorised.

- **Authorised absence** would cover such issues as illness, medical/ government appointments, and religious observance.
- **Unauthorised absences** are those where the reason for absence is unknown to the school, or the reason is inappropriate. These may include absence without notification, going shopping, haircuts, sleeping in, family holiday, etc.

Illness and Medical Appointments

When a student is unwell, parents should contact the school **before 7:30am** on the first day of absence informing the school of the reason for absence. When a student is absent, the class teacher will record the absence on the register.

As part of our Safeguarding procedures, the Attendance Officer will contact the parents of the absentees for the day, via WhatsApp. The parents then are required to send an email to admin2@pps.sch.qa to provide the reason for their child's absence.

a) Every effort should be made to arrange medical appointments outside school hours.

b) An appointment card or verification by the doctors/ dentist/ hospital is required.

c) If it is necessary for a student to be out of school for this reason, the student should be returned to school directly after the appointment.

d) If the student is absent due to vomiting, then they should not return to school for the **next 24 hours** after the last time that the student is sick. This is to reduce the risk of infection to other students and adults at the school.

e) The school requires a written explanation of why the student was absent. The school office will request this if it is not produced.

f) Medical certificate is required if the child has been absent for 2 or more consecutive days. Otherwise, the absence will be considered unauthorised.

g) If a child is sick during exams, he/she is required to submit a medical certificate (even though he/she is only absent for 1 day) in order to re-schedule the exam.

School Responsibility

The Administration Team and all staff work to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance. The Administration Team holds responsibility for attendance matters, supported by the Administration staff. Where school attendance problems occur, the school will endeavor to work with parents in the interests of the student to achieve a resolution.

Attendance is recorded and data stored in the school system. It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court. Teachers are legally responsible for marking their class attendance register twice per day at the start of each session.

The Principal, not parents, authorises absence. Absence for any reason during term time is discouraged. Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical/ government appointments which cannot be made outside school hours.

When it has become necessary to make a referral to Administration Office, all further absences will be unauthorised pending investigation.

Term Time Holidays

The School recognises that student's absence during term time can seriously disrupt student's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents do not have an automatic right to withdraw students from school for a holiday.

When an absence is authorised, parents will be provided with written evidence.

1. The School policy states that students should attend school each and every day it is open. In exceptional circumstances, the Principal can allow parents to take their student out of class for a maximum of ten days in a school year. Parents need to request permission in

writing from the Principal before they take a student out of school.

2. No holidays should be taken during examination periods.

3. In the following circumstances, a Penalty Notice may then be issued:

    a. Where the Principal has refused the request but absence still occurs.

    b. Where the Principal has agreed to authorise an absence but the student does not return on the agreed date, with no satisfactory explanation.

    c. Where parents have not sought permission from the Principal before taking the student out of school for a term time holiday.

Definitions

Every half-day absence has to be classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required, preferably in writing.

Authorised Absence

An absence is classified as authorised when a student has been away from school for a legitimate reason and the school has received notification from a parent or guardian, and the parent has received a letter from the school stating the absence has been authorised. For example, if a student has been unwell and the parent sends an email to the school to explain the absence.

Only the school can make an absence authorised.

Unauthorised Absence

An absence is classified as unauthorised when a student is away from school without the permission of the Principal. Unauthorised absences are those, which the school does not consider reasonable and for which no 'authorisation has been given.

This includes:

- Parents keeping students off school unnecessarily.
- Truancy before or during the school day.
- Absences that have never been properly explained.
- Holidays not agreed.

Signing In and Out

If students have a legitimate reason to leave during the day, they must first sign out at reception or at the security office. Parents are requested to email the Class Teacher or Administration staff **at least 1 DAY BEFORE**, giving the reason for leaving early. Parents are reminded that they should make appointments outside of school hours whenever possible.

Approval will be granted by the Principal, after an email has been received by the Administration officer. If students try to sign out without a confirmation email or if Administration officer has any doubts about the students leaving, they will call a parent to confirm. This will also take place if an adult other than a student's parent arrives asking to take them. A student cannot be allowed to leave until the Administration staff are satisfied about the authenticity of their appointment/ reason for leaving and the identity of the adult collecting the student.

Monitoring Absence

1. The attendance registers are monitored by the Attendance Officer to see if any patterns of attendance are emerging.

2. A letter will be sent to parents if we have concern over a student's attendance.

3. If there is no improvement following this initial letter, we will invite parents to a meeting to discuss why their child isn't attending school regularly or is frequently late for school.

4. The school and parents need to work together to ensure that the students are able to do their best in school. In order to do this, students need to attend on a regular basis.

5. The MINISTRY OF EDUCATION have strict ruling with regard to absence during term time, and students with absence below 85% may not pass the academic year.

Promoting Good Attendance

1. The school highlights attendance through charts on an attendance notice board.

2. Each year, attainable but challenging attendance targets are set for each student and the school.

3. Positive encouragements for good attendance are given in the form of merits marks, attendance certificates, and letters to parents.

4. Students who are persistently absent are given support on returning to school to aid their re-integration.

5. Assemblies and form time regularly focus on the need for good attendance at school.