



Pupil Attendance and Punctuality Policy

Reviewed: July 2026

Next Review Date: July 2027

1. Aims

At Kings College Doha, we believe that regular attendance is essential for every pupil to achieve their full potential and make the most of their learning opportunities. Our aim is to:

- Ensure pupils are present at school and actively engage in their learning.
- Support good attendance as a foundation for academic success.
- Raise awareness among parents, pupils, and staff about the importance of regular attendance.
- Provide a clear process for monitoring, supporting, and improving attendance.

The school expects that all pupils achieve at least **95% attendance** over the academic year. A pupil's regular attendance is crucial not only to their academic progress but also to their social development.

2. Roles & Responsibilities

Maintaining regular attendance is a shared responsibility between the school, parents, and pupils.

- **School**
 - Monitor and record pupil attendance regularly.
 - Report attendance concerns to parents in a timely manner.
 - Support pupils who experience difficulty in attending school regularly.
 - Promote the importance of good attendance to all members of the school community.
- **Parents/Carers**
 - Ensure that their child attends school regularly and on time.

- Communicate promptly with the school about any absence or lateness.
- Provide written documentation for any absence (e.g., medical notes, reasons for absence).
- Work with the school to improve attendance if needed.
- **Pupils**
 - Attend school regularly and on time.
 - Engage fully in learning activities to make the most of their time at school.

3. Importance of Attendance

Regular school attendance is directly linked to academic success. The table below illustrates the impact of different levels of attendance on learning outcomes.

Days Missed in one year	% Attendance	Learning Time Lost
0	100%	No learning time lost
5 days	97%	35 lessons missed
10 days	94%	70 lessons missed
15 days	92%	105 lessons missed
20 days	89%	140 lessons missed
30 days	83%	210 lessons missed
45 days	75%	315 lessons missed

As shown in the table, even missing just **5 school days** across the full academic year results in a **3% drop in attendance**, which can significantly impact a pupil's learning. It is important for pupils to maintain good attendance throughout the school year to avoid falling behind.

In accordance with the Ministry of Education and Higher Education (MoEHE) requirements, regular attendance is essential for academic success. If a student's attendance drops below the MoEHE's established promotion levels, we will engage in discussions with both the MoEHE and the student's parents to determine the appropriate next steps to ensure the student's academic

progress. This may include interventions, support, or alternative arrangements as needed to address any attendance-related concerns.

4. Types of Absence

Absences from school are classified as Authorised or Unauthorised. The school requires a valid reason for all absences, and these are categorized as follows:

Authorised Absence

An absence is authorised when the school has received appropriate notification and the reason is considered valid. Examples of authorised absences include:

- **Illness:** A pupil is ill and unable to attend school. A medical note must be provided on the fourth day from a licensed doctor covering any sick leave. may be required after an extended absence.
- **Medical Appointments:** Absences for medical or dental appointments, proof of the appointment needs to be provided for the leave to be authorised. provided prior notice is given to the school. Whenever possible, these appointments should be made outside school hours.
- **Educational Purposes:** Absences for approved educational activities, such as school trips, fieldwork, or events that contribute to the pupil's learning experience.
- **University Visits:** Absences for attending university interviews or open days, with prior notice and documentation provided.
- **Approved Sporting Activities:** Absences for pupils participating in approved sporting events or extracurricular activities representing the school.
- **Exceptional Circumstances:** This category includes special situations such as family emergencies or other unavoidable circumstances, as determined by the principal.

Unauthorised Absence

An absence is considered unauthorised when the school has not received valid communication, or the reason for absence does not meet the criteria for an authorised absence. Examples of unauthorised absences include:

- **Unexplained Absence:** When the school has not been notified of the reason for the pupil's absence. It is important that parents notify the school as soon as possible to avoid an absence being recorded as unexplained.
- **Term-Time Holidays:** Absences due to family holidays taken during term time. Holidays during term time will not be authorised unless there are exceptional circumstances.

- **Extended Travel Time:** Absences for extended travel periods that do not have a valid reason linked to illness or educational purposes. This includes time taken for non-urgent family travel.
 - **Reasons Not Linked to Educational or Medical Needs:** Absences for reasons that are not related to the pupil's health or education, such as attending to personal or family matters without prior approval from the school.
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5. Attendance Procedures

The school follows a staged approach to monitor and improve attendance, working closely with parents when attendance falls below expected levels.

Absence Reporting

Parents must report their child's absence by 7:15 AM on the first day of absence via email to absence@kingscollegedoha.com. For absences longer than one day, parents must keep the school updated regarding their child's return.

Staged Approach to Improving Attendance:

If the school has concerns about a pupil's attendance, we will work closely with families to support improved attendance through the following staged approach:

- **Stage 1: Attendance drops below 95%**
Email from Form Tutor to highlight the attendance concern.
- **Stage 2: Attendance drops below 90%**
Discussion with Head of Year to explore potential causes and solutions.
- **Stage 3: Attendance drops below 80%**
Formal meeting with the Head of Phase to review attendance and discuss possible interventions.
- **Stage 4: Attendance drops below 75%**
A meeting with the Deputy Head Pastoral to evaluate the situation and determine the next steps.

Throughout this process, the school is committed to working in partnership with parents to identify any barriers to attendance and provide appropriate support to help improve the pupil's attendance.

However, if families fail to engage with efforts to improve attendance, this may result in the withdrawal of the pupil's placement at the school.

6. Leave of Absence Requests

Requests for leave of absence requests should be submitted in advance via absense@kingscollegedoha.com. Parents should avoid taking holidays during term time as it can negatively impact a pupil's learning. Requests during term time will only be considered in exceptional circumstances.

- **Holidays in Term Time:**

No holidays will be authorised during term time unless there are exceptional circumstances (e.g., family emergencies or medical reasons). Requests for holidays must be submitted via isams at least **14 days** before the planned absence.

- **University Interviews:**

Attendance at university interviews will be granted a maximum of **5 days** as authorised leave. Any additional time away from school will be recorded as an explained absence, and parents must inform the school with proper documentation.

7. Punctuality

Punctuality is an important part of school life. Arriving late not only disrupts the learning of the pupil but also the learning of others in the class. The school day starts at 7.15am and pupils are expected to arrive at school between 7.00 and 7.15.

1. Importance of Punctuality

- Punctuality ensures that pupils do not miss valuable instructional time.
- It fosters a positive learning environment where all pupils can start lessons promptly and without disruption.
- Being on time teaches responsibility and good time-management skills.

2. Punctuality Procedures

- Pupils who arrive late (after 7:15 AM) will be given a late mark by their form tutor/ class teacher.
- Pupils who arrive after registration must sign in at the school reception.
- If a pupil has a legitimate reason for being late (e.g., medical appointments), parents should provide written notice to the school.
- Excessive lateness will be addressed with parents and may result in disciplinary action, including detention or placed on a punctuality monitoring report.

8. Safeguarding

Regular attendance is a key aspect of safeguarding. Children who are absent regularly may be at greater risk of neglect, exploitation, or abuse. The school takes the following steps to ensure safeguarding in relation to attendance:

- **Why Safeguarding Matters:**

A pupil's absence could be a sign of underlying issues, such as bullying, health problems, or family difficulties. It is essential that all absences are reported and monitored to protect the well-being of the child.

- **How the Policy Links to Safeguarding:**

- Regular attendance allows the school to monitor pupils closely, identify early signs of distress or safeguarding concerns, and intervene when necessary.
- Parents are encouraged to report all absences promptly ensure the safety of the child.
- Any attendance concerns that link to safeguarding must be reported by staff via CPOMs immediately.
- If attendance concerns persist, the school may involve external agencies to ensure the pupil's safety and well-being.

Policy History:

- **Date of Adoption:** August 2022
- **Date of Last Review:** June 2026
- **Date for Next Review:** June 2027
- **Policy Owner (SLT):** Deputy Head - Pastoral
- **Policy Owner (Chair of the Board):** Board