



STUDENT ATTENDANCE & PUNCTUALITY POLICY

LAST REVIEW:	June 2025
NEXT REVIEW:	June 2026
REVIEWER:	Secondary SLT

STUDENT ATTENDANCE & PUNCTUALITY POLICY

Introduction

RGSGQ we are committed to developing the best possible educational outcomes for students in our care. RGSGQ believes that regular and uninterrupted attendance will allow our students to achieve the greatest progress and the best results. Our aim is to improve and maintain good attendance. This policy involves a partnership with all stakeholders including the school staff, students and parents.

For a child to succeed in the school environment it is essential that a high level of attendance is maintained. It has been proven that there is a strong correlation between success and attendance. Evidence from the UK shows that a pupil's progress and attainment is affected if their attendance falls below 90% and statistics show that if pupils miss just 17 days of school, their GCSE attainment is likely to drop by an entire grade. At RGSGQ our Core Values and Learning Habits underpin our expectations for attendance and punctuality.

RGSGQ Core Values:

Scholarship	Courage	Respect
Integrity	Inclusivity	Collaboration

Purpose of the Policy

We are committed to meeting our obligations with regards to school attendance and punctuality by:

- Ensuring all parties are aware of their responsibilities.
- Ensuring high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.
- Promoting good attendance and reducing absence, including persistent absence.
- Acting early to address patterns of absence.
- Promoting punctuality and acting early to address repeated poor punctuality.

Key Points

This policy is designed to maximise teaching and revision time, thereby supporting our students in achieving the best possible academic outcomes.

The first and last week of Terms 1, 2, and 3 will be treated as standard teaching time. Parents must ensure that their child is present from the very first day through to the last day of term.

The cut-off date for attendance reporting in Terms 1, 2 and 3 will be the last day of each term. Please note that end-of-term and mock examinations are likely to take place in the final weeks of term. Reports will be distributed thereafter.

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Students will not be registered for IGCSE or AS Level examinations at RGSGQ unless they meet the school's attendance requirements of 90% attendance.

In Terms 1 and 2, students who are not permitted to sit their exams due to poor attendance will not receive a report on exams. However, their end-of-term progress grades will still be reviewed as part of their overall academic evaluation. It is important to note that students may still fail the academic year based on progress.

Any student who attends less than 70% of the academic year without regular contact with the school and an approved reason for absences, will automatically fail, regardless of their academic grades (as per Qatar Ministry of Education guidance)

Rights and Responsibilities

Improving attendance at RGSGQ is the responsibility of everyone in the school community – pupils, parents and all staff. Children have a right to safe and secure education which includes the consistent monitoring and communication of a child's attendance and punctuality with parents/guardians.

- Parents who enroll their children at RGSGQ are in agreement with the terms of attendance and punctuality set out in this policy.
- Parents/guardians are responsible for timely and accurate communication with the school regarding their child's planned or unplanned absence including issues which affect punctuality.
- School staff are responsible for timely and accurate communication with parents/guardians regarding their child's attendance and punctuality.
- Legal Requirements: RGSGQ will follow local guidelines and report attendance and absence to the relevant government agency, such as the Ministry of Education.

Students

All students are expected to attend school and all their lessons regularly and punctually. At the end of each term students who have 100% attendance will be rewarded. Full attendance on a yearly basis will also be acknowledged in the form of an award.

Parents & Legal Guardians

Parents or guardians are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents/guardians are requested to notify the school as soon as possible. A student's absence from school will be considered unauthorised until a satisfactory explanation is forthcoming from the parent. (See Absence Communication, Step 1 on Page 6)

Staff

Staff will endeavor to encourage good attendance and punctuality through personal example. Staff at RGSGQ have a professional employment Attendance and Punctuality Policy which they adhere to.

Attendance and punctuality monitoring is the responsibility of all school staff (not just teaching and pastoral staff). RGSGQ will employ a range of strategies to encourage good attendance and punctuality and will investigate promptly persistent tardiness, all absenteeism, while liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.