



SECONDARY ATTENDANCE & PUNCTUALITY POLICY

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DATE OF LAST REVIEW:	June 2026
DATE NEXT REVIEW:	June 2027
REVIEW OFFICER:	Secondary SLT

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Introduction

RGSQ we are committed to developing the best possible educational outcomes for students in our care. RGSQ 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 RGSQ our Core Values and Learning Habits underpin our expectations for attendance and punctuality.

RGSQ 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, 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 enrol their children at RGSGQ agree 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.)

Staff

Staff will endeavour 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



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persistent tardiness, all absenteeism, while liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Monitoring Absence and Punctuality

Attendance and punctuality data is collected daily using the school's Management Information System (MIS) called ISAMS. A code will be applied in ISAMS depending on the type of absence reported.

Attendance and punctuality areas	Attendance and punctuality responsibility
Arrival time to school each morning.	• Parents and Students • Pastoral Leaders (Key Stage Leaders, Assistant Head of Pastoral) • Form Tutors • Administrative staff including reception and support staff.
Arrival time to lessons during the school day.	• Parents and Students • Class teacher • Head of Departments • Pastoral Leaders (Key Stage Leaders, Assistant Head of Pastoral)
Requests by students to leave class during a lesson. For example, bathroom breaks or requests to visit the nurse.	• Parents and Students • Class teacher • Head of Departments • Pastoral Leaders (Key Stage Leaders, Assistant Head of Pastoral)

RGSGQ Attendance Expectations

RGSGQ works for a minimum of 180 days per academic year in accordance with Qatar Ministry of Education guidelines. Our target student attendance rate is 100%. Parents/guardians will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause of concern will be contacted by the school at regular intervals to support the student's attendance to school.

Monitoring attendance includes:

1. Individual or repeated absences
2. Early Leavers
3. Late Arrivals
4. Truancy



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RGSQ Punctuality Expectations

Punctuality is a crucial personal characteristic valued by the school and employers alike. Punctuality to school and lessons is also vital in ensuring that valuable learning time is not lost. A child who is 10 minutes late to school each day will miss the equivalent of one week's learning across the school year. In addition, students arriving late to class also negatively impacts other students' learning.

Punctuality is monitored through the school's Management Information System (MIS) called ISAMS.

Registration Expectations

Registration will commence at 7.15am and will close at 7.40am. If a pupil fails to arrive before 7.25am they will be marked as 'late'. Late entry is monitored in the secondary school entrance. Pupils who arrive after the registers have closed at 7:40am should report to the main school entrance and sign-in, giving the time of arrival and reason for being late. This will be added to iSAMS by the administration team.

Types of In School Punctuality & Attendance Monitoring

RGSQ both digitally and manually monitors students' timekeeping during the school day. Tracking includes:

- Arrival and departure times from lessons.
- Time spent outside of lessons for bathroom breaks or nurse visits.
- Truancy from lessons

Lateness Procedure during the School Day

This refers to students who are present on the school site but arrive late to lessons, return late from breaks, or spend excessive time out of lessons (e.g. bathroom or nurse visits). The student is responsible for arrival to subject lessons on time. The subject teacher and head of department hold responsibility to address in school lateness to lessons.

- Initial in school lateness (to lessons): The first two instances of in-school lateness will result in a verbal reminder and an informal conversation with the Subject Teacher about the importance of punctuality.
- Repeated Lateness to lessons (3–5 incidents within two weeks): The Head of Department will contact home and meet with the student to identify possible causes and reinforce the importance of timekeeping. The student will complete a short, informal reflection during school hours.
- Persistent Lateness to lessons (6+ incidents within two weeks): The Head of Department will contact parents or guardians. The student will complete a formal reflection after school and be placed on a two-week punctuality report to support improvement. Form Time Support: lateness within school hours will be monitored daily by the Form Tutors.

Truancy

If a student absents his or herself from school without permission, parents or guardians will be contacted by phone and a letter will be sent by email. Failure to sign in when arriving late will also be treated as truancy. Repeated incidents will lead to a meeting with the Pastoral Assistant Head or Head of School. In cases of chronic truancy, a referral may be made to the Ministry of Education, which could result in the student being blocked from registration for the following academic year.



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Late Arrivals

Students arriving late to school after 7:25am but before 7:40am must sign in at secondary reception.

Students arriving after 7:40am must sign in at the main reception entrance.

Late arrivals will be noted on iSAMS and be monitored by the Form Tutor, Key Stage Lead and Pastoral Assistant Head, who will all follow the late procedure.

Lateness due to Traffic in Doha

If you are held up in traffic, please contact the school via Class Dojo, phone call or email rgsgq@rgsgq.com explaining this to be the case. Bad traffic or road works are not legitimate excuses for continued tardiness. However, in a one-off situation, this will be taken into consideration.

Leaving School Early / Early Collection Procedure & Monitoring

Only parents/guardians registered on iSAMS can request early collection for their child/children using the official school communication channels.

Leaving early will be registered in iSAMS and monitored. All parents/guardians must either:

- Email an early leave request to rgsgq@rgsgq.com
- Telephone the school reception to inform the school that the student is leaving school (40362750/40360450)

Please note: Students can only leave during the school day if the above step is carried out (drivers/nannies cannot authorise a student who is leaving early; it must be the parent or guardian with a valid reason for early collection).

Monitoring System for Early Departure from School

- Parents or guardians registered on iSAMS must request early collection through the official school communication channels.
- Upon approval, reception will prepare three paper exit slips (white, yellow, pink) each containing the student's details and reason for the leave request.
- A member of the administrative support team will collect the student from class and provide the student with a pink slip.
- The student must hand in the pink slip to their teacher/form tutor. The pink slip will be retained by the teacher and passed onto the Key Stage Leader for the student's attendance records.
- The student returns to reception where they will collect the yellow slip. Reception will record the leave time on the LM system (iSAMS). Only upon submission of the yellow slip to security will the student be permitted to leave the school premises.
- The white slip is retained by reception for records and emergency evacuation.

All early leave requests are monitored. Where patterns of frequent early departure emerge, parents or guardians will be contacted for further discussion.



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Absence Communication Procedures and Types of Absence

Types of absence include:

1. Unplanned Absence
2. Planned Absence

Approved Notification of Absence: This refers to explained student absences for medical or serious personal reasons. (See table guide in this document for guidance.)

Unauthorised Absence: This refers to unexplained student absences indicating the parent/guardian has not informed the school to provide a valid reason for the absence of their child. (Refer to Types of Absences.)

Continued Unauthorised Absence: This refers to unexplained student absences during consecutive days in a time period, e.g. any days next to each other.

Accumulative Unauthorised Absence: This refers to unexplained student absences over a time period. Absent days are individual or not always consecutive, e.g. absent for 3 days over a 2-week time period.

Monitoring & Tracking of Communication

Communication with parents/guardians is tracked and recorded.

Student reasons for absence are recorded on iSAMS.

Student Absence Procedure for Parents and Staff

STEP 1: Parents/guardians must contact the school to report a child's absence by either emailing rgsgq@rgsgq.com or contacting reception by phone call (40362750/40360450). Parents may also send a message to their child's Form Tutor via ClassDojo stating the reason and anticipated length of their child's absence. If this step is not carried out the Form Tutor will contact the parents/guardians on the first day of absence either by ClassDojo or email.

Medical Notes should be emailed directly to the nurse at nurse@rgsgq.com.

The below steps will apply only if parents/guardians have not contacted the school regarding the nature of their child's absence.

STEP 2: On the third day of continued unexplained absence the Form Tutor will contact parents/guardians by telephone to provide a reason for the absence.

STEP 3: On the fourth day of continued unexplained absence the Key Stage Leader will contact parents officially in writing to request a reason for the student absence.

STEP 4: When a child has been absent for 5–9 days without approved notification, parents/guardians will be informed both in writing and a meeting requested with a member of the pastoral team to discuss a solution. The Ministry of Education will be informed of a concern regarding the student's unexplained absence.



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STEP 5: When the child has reached 10 days of continued unexplained absence, a final telephone call and meeting request will be made by a member of the management team to the parent/guardian. The Ministry of Education will be informed and requested to take action regarding the student's continued unexplained absence.

Accumulative Unauthorised Absence Procedure

Parents/guardians are encouraged to communicate attendance concerns with the school. In the case of persistent unauthorised attendance, the following procedure will be followed.

- On the third incident of accumulative unauthorised absence, the Form Tutor will contact parents/guardians by telephone to request a reason for the absences.
- On the fourth incident of accumulative unauthorised absence parents/guardians will be issued an official letter from the Key Stage Lead regarding attendance and a meeting requested with a member of the pastoral team to discuss a solution.
- If a fifth student absence occurs with no explanation or communication from the parent/guardian, the Ministry of Education will be informed of a concern regarding the student's unexplained absence.

Consequences: Absence not Resolved by Steps 1–5

- A request for intervention will be made from RGSGQ to the Ministry of Education in Qatar for a meeting to support dialogue between the school and families to solve persistent unauthorised absences.
- Student unexplained absences of 70% or less in the academic year will result in the student automatically failing the year regardless of grades.
- RGSGQ reserves the right to block registration for the following year for students with unresolved persistent accumulative or continuous unauthorised absences.

Types of Absence

Authorised Absence	Unauthorised Absence
• Family emergencies including death or illness • Medical leave with medical certificate • Illness with medical certificate on the 3rd day • Medical appointments with proof of appointment attendance • Official family business appointments with proof e.g. Visa renewal	• Family holidays • Truancy • Illness of 3 or more consecutive days without a medical certificate • Appointments without proof



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Further Guidance

Illnesses

A parent may sign their child off school for the first 2 days of absence. This should be in the form of a note or email provided to the child's class teacher/form tutor on the child's return. If the child is absent for 3 days or more, a medical note should be provided.

Appointments

Parents should avoid, if possible, making medical/dental or other types of appointments for their child during school hours.

Holidays

Holidays, other than school related, will be registered as an absence and count towards 10 days unauthorised absence. (See Continued Unauthorised Absence Procedure, Step 4.)

Religious Observance Absence

If a child needs to have time off during the school year for religious reasons, then this should be requested in writing by the parents at least 1 week before the absence is due to start. However, as much as possible, trips should be confined to weekends.

Important Information

1. The English document should be seen as the original, true, and correct version.
2. Once downloaded or printed, this is an uncontrolled document. Please refer to the school website for the latest version of the Attendance & Punctuality Policy.
3. RGSGQ reserves the right to amend and update this policy at any time.

