



Attendance Procedure

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1. Introduction

For each pupil at Reigate Grammar School Riyadh to reach their full educational potential a high level of school attendance is essential.

2. The School Day

The school opens at **7:30 a.m.** and is normally open until **3:30 p.m.** Your son or daughter must be at school **by 7:45 am at the latest** and normal lessons finish at 2:10-2:15 pm.

The after-school activities are between 2.15 pm and 3.15 pm. No pupil should be on school premises outside these hours or during school holidays unless engaged in a school activity or supervised by a member of staff.

Please note that, although there might still be staff on site, students are not to be on campus before 7:15 a.m. or after 3:15 p.m. There is no supervision beyond these times. Unless engaged in a supervised school activity, all pupils must be collected by 2.15 pm (i.e., when there are no ECAs) or by 3.15 pm if they have ECAs.

If a student is being picked up late regularly, the school DSL will arrange a meeting with the parents as it is a safeguarding concern.

The School Year and Absence Requests

Semester and term dates are published before the start of the year, and the school calendar can be found on the school website. The school offers long holidays and short breaks. **We therefore ask you not to take your son or daughter out of school during term time.**

If you need to request absence for routine appointments, please inform your child's homeroom teacher. Please send an email to your child's classroom/homeroom teacher with a copy to absence@rgs.edu.sa

3. Absence Through Illness

If your daughter or son is unable to come to school due to physical or mental illness, please email your child's class teacher with a copy to absence@rgs.edu.sa by 8:10 a.m. explaining the reason for absence and the number of days the child will be absent. If you do not do this, you will be contacted by the school so that we may be sure your child is safe.

If your son or daughter is unwell during the school day, he/she should report to the school nurse to be assessed. If necessary, the school nurse will contact you to discuss the problem. Pupils must not contact their parents and ask to be taken home without going to the school nurse first.

If your child is absent due to sickness and/or diarrhea then they must remain away from school for 24 hours before their last episode.

If your child has a serious medical condition (for example one of the following, although this is not an exhaustive list: a severe allergy, asthma, epilepsy, diabetes, depression), has recently been in contact with or had been diagnosed any contagious condition or has had major surgery, it is essential that you inform the school immediately, so that we may take any necessary steps to ensure the welfare of your child whilst on school premises or involved in school activities. We may ask for your assistance in writing a care plan and risk assessment including any recommendations from the health professionals involved with caring for your child.

Covid-19 [guidance is subject to change]

In accordance with KSA government guidelines if your child is displaying any symptoms of Covid-19 (raised temperature, new persistent cough, and loss of taste/smell) then they **MUST** remain at home, and you should seek a PCR test. Anyone (including members of the same household) displaying symptoms of Covid-19 must follow current government advice.

4. Concerns Around Absence or Lateness

When we have concerns around patterns of absence, we will invite the parents of the pupil to discuss with a member of the pastoral team what the cause might be. It is important that the school can work with parents to help resolve any health worries or other concerns that may be causing a pupil to not attend school. There is a range of support that we can put in place at school, such as extra help with academic work, counseling, mentoring, or indeed a referral to an outside agency.

Punctuality will be monitored and if a pupil is late more than three times during a half term, without a good reason, the parents of the pupil will be notified by email. If there are ongoing issues around late arrival at school, then parents will be invited in to discuss how to resolve this.

Please do not hesitate to contact us if you have any worries regarding your child's attendance.

5. Unexplained Absence

Whenever a pupil is absent from school and his/her parents have not told the school the reason for the absence, we will mark the absence as unauthorised until we have received a satisfactory explanation.

6. Registration

All pupils are required to register each morning, and this is normally carried out by class/homeroom teachers between 7:50 a.m. and 8.00 am. After 7.55 am, the pupil will be marked as late.

Any pupil arriving after the register has been taken but before the end of the registration period will be entered as Late (L). Students who are missing from Morning Registration without a valid reason are registered by their class/homeroom teacher with an N (Reason Not Yet Provided for absence) which is updated with a more appropriate code once the reason for absence has been established.

Pupils may not leave the school premises during the school day except with a written/email request from a parent.

After the registration session has closed, the school office will run a report to show any pupils with an unexplained absence. The school office will then ring the pupil's parents to find out where the pupil is and to ensure their safety. This will be undertaken at 8.15 am each day by admin staff.

To save unnecessary phone calls and anxiety it is CRUCIAL for all pupils to:

- Register with their class/homeroom teacher,
- or, if they are late to arrive at school, they must sign in at Gate 1 reception or inform their subject teacher if they are coming in through Gate 3.

7. Monitoring Attendance Through the Day

Teachers in the secondary school are expected to complete their online registers on iSAMS at the start of every lesson; if a student is absent with no valid reason, they should report absentees from lessons immediately on the secondary WhatsApp group and/or school office so that the office can locate the students quickly. The register should be left open for the duration of the period and any students registered with an N at the start of the lesson should be updated with the appropriate code if a pupil enters the lesson late. Please note that the Q code will be used for students who are present in school but not in a normal lesson.

8. Inspections

The school will periodically be subject to inspections and part of this inspection will be the scrutiny of our attendance registers. The school will need to provide access to our registers. Please note that the inspectors are bound by confidentiality and legislation not to share information inappropriately.

iSAMS is backed up regularly and the local register backups are stored securely and are open to inspection for three years.

9. Deletions from The Attendance Register

Pupils may not be deleted from the attendance register until they have been deleted from the Admissions Register.

Appendix 1: Additional Notes

Routine Absence

For the sake of their child's learning, we ask parents to make every effort to arrange appointments outside the school day. If this is not possible, please email absence requests to your child's class/homeroom teacher and note this absence.

Exceptional Absence

It is not normally appropriate to request absence for special social events or family holidays, especially in years when there will be a public examination. However, sometimes discretionary authorised absence will be granted, if it has not been requested previously, for an exceptional reason. This might include attendance at a funeral, wedding of an immediate family member, or exceptional pre-approved educational activity. Absences will not usually be authorised for family holidays during term time or for other activities such as driving lessons or paid work. Work experience should be arranged outside of school hours.

Appendix 2 – RGS Registration Codes

A = Absence

L = Late

N = Reason not yet provided for absence

U = Unauthorised absence

Q = Pupil present but not in normal lesson

S = Study leave

V = Educational visit/off-site for educational reason