


Document Review and Approval

This document has been reviewed and approved as indicated in the following table.

Function	Name	Designation	Date	Signature
Approved	Ismat Daou	School Principal		
Reviewed	Motaz Nakhla	Admin & Human Resource Manager		
Prepared	Roland Chick	Senior Operations Supervisor	26/05/2023	

PURPOSE

ABC Private School is committed to providing a full and effective educational opportunity for all pupils. Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Attendance is a critical factor to a productive and successful school career.

POLICY STATEMENT

Our school actively promotes and encourages attendance for all pupils. Our aim is to ensure that pupils come to school every school day and arrive on time. We strive for attendance that is consistently outstanding for all groups of pupils.

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between pupils and staff, being aware of the causes of poor attendance and taking action promptly to address concerns.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognize that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.

ATTENDANCE PROCEDURES

Gates & Doors open

Primary School

The school is open for drop off at 7:15. Students go straight to their respective assemble grounds.

Secondary School

The school is open for drop off at 7:15. Students must wait at waiting area until 7:30 and then report to their respective assemble grounds.

Registration

Primary School

Registers are taken at the start of the day.

Students must be in their classroom at 7:40 to be registered. If students are present and arrive later, they will be marked as Late.

Secondary School

Students must be in their class room at 7:40 to be registered. If students are not in form time and arrive later, they will be marked as Late.

Exit/ Entry to the School during the day

Primary School

If a student needs to leave during school hours reception must be notified via email/phonecall. Students must sign in and out of the school at the main reception using the early departure slip and must not leave without authorization.

Same is applicable to the secondary school.

All unknown absence will be followed up by communication with parents either by phone call or email. This will remain unauthorized until the reasons for absence are known.

First day of absence

All unknown absence will be followed up with a phone call or email. Where there are attendance concerns, parents may be invited in for a meeting to discuss the situation. Parents need to inform the school of the reason for absence.

Third day of absence

On the third consecutive day of absence, a medical note is required to authorize the absence. This can be in the form of a prescription or a doctor's certificate. Where a student has persistent absence concerns, a meeting may be arranged with the parents and the Head of section. Parents need to inform the school of the reason for absence.

Please email your medical evidence to our school nurse: clinicb@abcprivateschool.ae

If no contact is made, the absence/s will be unauthorized and the school will follow the appropriate locality guidelines.

Late Arrivals

Primary School

Students who arrive into school after 8:00 will be marked as Late (L) on the register.

Students who are consistently late are disrupting not only their education but also that of others.

Parents of students who have patterns of lateness, will be contacted by reception in the first instance, to discuss the importance of punctuality. If lateness persists, parents will be invited to attend the school for a meeting to discuss the persistent lateness and support offered.

Secondary School

Students who arrive into school after 8:00 will be given a late pass. They will then be marked as Late (L) on the register. Students who arrive to their form room after 7:50 am are late. Lateness is dealt with in line with the school's behavior policy.

Students who are consistently late are disrupting not only their education but also that of others.

Parents of students who have patterns of lateness, will be contacted by the child's Form Tutor, in the first instance, to discuss the importance of punctuality. If lateness persists, parents will be invited to attend the school and discuss the problem and support offered.

All these procedures are very important as in the event of a fire drill, it is vital there is an accurate record of who is on the school premises.

GUIDING PRINCIPLES

We require parents to inform us of any impending absence or immediate absence as outlined above. All unauthorized absence will be followed up by communication with parents either by phone call or email. This will be reported and recorded on children's termly report.

The school will only consider authorizing up to 10 days absence for additional holiday time/personal circumstances per year on a case-by-case basis. Any other time taken for holiday leave will be considered unauthorized. This will be recorded as an authorized absence on children's termly reports.

Staff will always endeavor to assist absentees in catching up with missed work without disrupting the learning of other class members.

ROLES AND RESPONSIBILITIES

Principal:

The Principal, Admin/HR and Operations/QHSE s will be responsible for the school's policy and procedures and may delegate aspects of its day-to-day implementation and management to a designated member of the school's leadership team.

Full consultation will also take place with the students and parents of the school along with the Advisory Board.

Note: This policy links with our policies for Extended Learning; Admissions and Child Protection.

Head of Section and Supervisor, are responsible for:

- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Overall monitoring of school attendance.
- Overall preparation and implementation of the attendance policy.
- Processing holiday requests.
- Promotion of importance of attendance during assemblies and publications.

Teachers are responsible for:

- Marking the attendance every morning by 7:30 a.m.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by pupils and their parents.
- Informing the line head of section where there are concerns and acting upon them.
- Organizing an individual student monitoring and reward system for target students with poor attendance.
- Emphasizing with students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Setting an example by arriving promptly to lessons.

All Staff

All staff, including teachers, support staff and volunteers will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. All staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability or sexuality.

School Registers are formal documents and should be marked with accuracy at the beginning of the morning registration session. Lesson attendance should also be marked at the beginning of each lesson in secondary.

The register information is used by school administration staff to contact parents about absence. It is essential therefore that class teachers and supervisors to ensure that register records are accurate.

Parents

Parents and carers will be expected to take responsibility for the attendance and punctuality of their child both inside and outside the school as per the parent school contract.

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.

- Helping students to understand the importance of going to school and showing disapproval of missing school.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.

Parents should be aware that it is unacceptable to take pupils out of school for the following reasons:

- Because it is their birthday.
- To buy new shoes / clothing.
- To visit a relative.
- To entertain visiting relatives and friends.
- To leave school early to travel for the weekend.
- Other non-essential reasons.

Please note the Students Leave Policy as per MOE directives:

Article 18: Absence is considered 'excused' in the following cases:

- Illness that is documented by a doctor's report certified by official medical authorities
- Travel outside the UAE for the purpose of accompanying a relative of first-degree relation during medical treatment under condition of proof [via an official accredited document] for a period not exceeding one month [30 days] during the academic year. Evidence of being outside the country must be testified by the UAE's embassy in that country.
- Death of a relative for a maximum period of 3 days
- Absence for a period of 1 or 2 consecutive days up to a maximum of 5 days during an academic year for reasons accepted by the school administration