

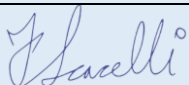


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Attendance and Punctuality Policy

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Circulation	
Approval Signature	

This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review



Rationale:

Regular school attendance and punctuality are crucial for achieving success academically. Even occasional absences can add up and significantly impact a student's learning progress. Therefore, it is important for parents to ensure that their child attends school every day during the school year, except in cases of illness or unavoidable circumstances. When a child is unwell, parents should promptly notify the school by calling the form tutor, or sending an email to explain the absence. Consistently arriving at school on time is equally important, as being late results in missing the morning registration.

The Knowledge and Human Development Authority (KHDA) has set guidelines for attendance as follows:

Outstanding	- 98%
Very good	- 96%
Good	- 94%
Acceptable	- 92%
Weak	- Less than 92%
Very weak	- Less than below 90%

Our policy is applicable to every child enrolled in this school, and it is accessible to all parties involved. Children who consistently arrive late or are frequently absent quickly start to lag in their educational progress and often develop significant learning deficiencies that will hinder their advancement and their capacity to achieve age-appropriate learning standards.

Aims and Objectives:

This attendance policy ensures that all staff in our school is fully aware of and clear about the actions necessary to promote good attendance

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve 98% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, and students on the importance of uninterrupted attendance and punctuality at every stage of a child's education.



- Work in partnership with students, parents and the staff so that all students realise their potential, unhindered by unnecessary absence.
- Establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and students.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Authorised absence:

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from the parent.
- Only the school can make an absence authorised. Parents do not have this authority.
- Consequently, not all absences supported by parents will be classified as authorised.

Authorised Absence consists of:

1. Medical leave only when a medical certificate is produced within 2 days of the child returning.
2. Leave for Haj: 10 days
3. Leave for bereavement (death in the immediate family) 3 days

Unauthorised absence:

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Absence is also unauthorised if a child is away from school without good reason, even with the support of a parent.



Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents and students.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents have not communicated with the school.
- To inform parents what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual student's attendance and punctuality
- To report attendance statistics to the KHDA as requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Senior Leadership Team for timely action to be taken.

Responsibilities:

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

We expect that all our students will

- Ensure consistent attendance in school, whether in-person or online, and always arrive or log in punctually for both school and lessons.
- Come prepared and adequately equipped for the day's learning activities.
- Actively engage and participate in all lessons.
- Adhere to the appropriate protocols for attendance and punctuality.
- Take responsibility for completing any assignments or tasks assigned by the school during an approved absence period.

We expect our class teachers will

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, variances in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents.
- Contacting parents of absent children where no contact has been made.



- Informing the Senior Leadership Team where there are concerns and acting upon them.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation which should be noted in the register.

We expect our parents will

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Inform the reception/PLO/class teacher on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or hospital (Appointment email/ SMS)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Collaborate with the school to address and resolve issues whenever feasible, with the ultimate goal of maintaining strong attendance and punctuality.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Parent Liaison officer:

- Collating and recording attendance information.
- Taking messages from parents regarding absence.
- Sending out standard letters/emails regarding attendance.

Registration:

The school day begins at 7:10 AM and at 8:10 AM for the Foundation Stage and students are expected to be in school on time.

Each class teacher has the responsibility for keeping an accurate record of attendance in Orison. Every student's absence must be recorded during the registration period. An automated E-mail notification will be sent to parents whose child is marked as absent at 7:30 AM. and 8.30 am for the Foundation Stage. The form tutor will first send an email to the parents, followed by the SMS. If there is no response from the parent, the form tutor or PLO (Parent Liaison Officer) will make a phone call to the parent before the end of the school day.



Lateness:

Once the gates are closed at 7:20 AM the only way to get into school is via the school office for students coming by their own transport. Any student who comes into school this way from 7:21 am will be marked late in the attendance record. Records are kept of those students who are late. Every three (3) incidents of lateness will be considered as one day of absence and will affect the child's attendance record.

Where there have been persistent incidents of lateness parents will receive information advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

Absences:

Parents should contact the school on the first day of their child's absence. When parents notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absences are recorded as either authorised or unauthorised absences in the recording school attendance system. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Head of School and Phase Heads have the responsibility to determine whether absences are authorised or unauthorised.