

<b>Policy Name:</b>	<b>ATTENDANCE POLICY</b>				
<b>Approval Authority:</b>	Director / Principal	<b>Adopted:</b>	April 2012	<b>Reviewed:</b>	April 2016
<b>Responsible Executive:</b>	HM	<b>Revised:</b>	April 2017		
<b>Responsible Office:</b>	Admin / Academic	<b>Available:</b>	In the Library, Website		

#### **Distribution List:**

- ▶ **Director & Principal**
- ▶ **HM**
- ▶ **Sr Supervisor**
- ▶ **Supervisor**
- ▶ **Academic Staff**
- ▶ **Parents**

#### **Aims and Objectives – Our policy aims to:**

- Emphasize the importance to all students about the need for maximum attendance.
- Make the students recognize the link between their attendance and their full potential achievement.
- Reinforce the notion that the parents are responsible for the regular and punctual attendance of their child.
- Stress the need for home and school to work in partnership to achieve high attendance.
- Promote a consistent approach across the school towards attendance matters.
- Make explicit to all (students, parents/guardians, teachers) the schools' expectations on attendance levels and support strategies to help students maximise their attendance.
- The school sees 98% attendance as the minimum expectation for all students and strives for all students to attend more than it.

#### ▶ **Arrival and Dispersal**

##### DAILY TIMING:

All students should be in school by 7.10 am.

7.15am- Prayer Time or assembly

1.40pm -Grade 6 to Grade 12 regular dispersal

3.30pm- Afternoon activities/PTP/PMP Dispersal

\*Please note that school timings will change during Ramadan.

## **Procedures and Practices**

### **Registration**

- ▶ Expected attendance in the School is five days a week from Sunday to Thursday.
- ▶ Students must be on time for the Homeroom (Class teacher's) period which starts at 7:15am.
- ▶ If a student is late or absent, parents must notify either by emailing to the class teacher on CLP or by calling at the main reception.
- ▶ If the student has not reported to the class due to involvement in the school activity, then the child will be considered to be on duty and will be awarded the attendance for the day. (Please note that official confirmation will be done from the school records)
- ▶ School will contact the parent/guardian by telephone or email on the first day of absence if no notification is received.
- ▶ Kindly notify the class teacher in advance advising, if you intend for your child to arrive late or leave early on any day.
- ▶ School will monitor attendance whenever necessary.

### **Tardiness**

- ▶ School begins at 7:15am. Students arriving after 7:20 am are late for school. Students who arrive late should check in at the Main Office where they will be required to sign in the late register, which is kept at reception. This will be attended by the reception staff. (Please note: If a bus arrives late, students will not be marked tardy.)
- ▶ A student who is chronically late will be referred to the main office and will be issued a Late Slip. It is particularly damaging to a child's academic and social progress and for this reason it will be treated very seriously by the school. Three Late recordings in a month will result in a follow up with the Parent by the concerned Supervisor to urge punctuality.
- ▶ It is the class teacher's responsibility to update the attendance register if the student comes in late.

### **Unexcused absence**

- Unexcused Absence is when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received.
- Teachers will keep hardcopy of all registers with accurate daily information.

### **Persistent Absenteeism:**

- ▶ A student becomes a 'persistent absentee' when their attendance record is a cause for concern.
- ▶ Absence at this level is doing considerable damage to the child's educational prospects and we need parents' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

1) Warning letter issued to parents by the school after recognition of on-going absence problems.

2) Meeting with parents will be set up to establish circumstances.

3) As per the UAE Ministry of Education regulations, students who miss 25 days or more in any school year may be at risk of not being promoted to the next grade unless they have been legitimately excused from school as a result of special circumstances. These special circumstances must be clearly communicated and agreed upon with the School Headmaster/Headmistress prior to the absence. Examples include extra-curricular participation or extended illness.

- ▶ A letter acknowledging improved attendance will be sent to the parents which had been monitored with concerns in case improvement is seen.

### **Early Dismissal from school**

- ▶ Security checks the ID / purpose and gives a temporary RFID to the parent in lieu of their personal ID (Emirates ID or Driver's license) at the gate before entry to the school.
- ▶ Parents inform the staff at the reception regarding the early dismissal.
- ▶ Parents fill an early dismissal form (gate pass) which will be issued by the concerned block Supervisor. This gate pass must be handed to security on the way out of the school buildings. No child will be allowed to exit the premises without this procedure.
- ▶ No other person will be allowed to collect the child without a consent letter from the parents. The authorized letter sent must have the copy of Emirates ID of the concerned person. The school upholds the final decision for approval in this case.
- ▶ The school cannot allow students to leave the building on their own during the school day, no matter the age of the student.

### **LEAVE Policy**

#### **Delhi Private School Sharjah**

The school strongly discourages holidays being taken in term time as learning is disrupted and the lost time is detrimental to the educational progress of the child. The requests for long-term leave can only be granted in 'exceptional circumstances' and decisions are made on a case-by-case basis.

#### **ABSENCE IN TERM TIME**

- The School will not grant permission for holidays or extended leave to be taken in term time and discourages parents/guardians in making such an application.
- All leaves taken by the student must be recorded by the parent in the Almanac and signed by the concerned class teacher.
- **Absence due to illness or family emergency:** No leave of absence except for illness will be granted unless applied for in writing and in advance. Students

who have been sick for more than two days should bring a medical certificate from their doctor on joining school. A copy of the certificate should be submitted and signed in the school clinic for follow up.

- If a student misses school unexpectedly due a family emergency, days of religious observance, unavoidable medical appointments, exceptional circumstances (bereavement / marriage of immediate family member) a parent or guardian must call or write to the class teacher to explain the reason for the absence.
- Any child taken out of school due to illness need to also be signed out and early dismissal form must be issued from the concerned Supervisor by the parent.

### **Other absences**

In the case of a planned absence, a parent or guardian must inform the class teacher through CLP. Requests should be made well in advance to allow good time for processing. The student in this case is responsible for getting and completing homework assignments.

- In the case of an extended absence, a parent or guardian must contact the class teacher to arrange for the student to meet academic requirements.
- As per the regulations of the Ministry of Education, a student who is absent from school for more than 15 days without explanation may be disenrolled from school records.
- A student needs to take permission regarding absence from the concerned school authorities on exam days. Leaves during exams days must be applied for on CLP.
- The School will not grant permission for holidays to be taken in term time:
  1. During preparation time for SATs
  2. During formal assessments in school.

### **Absence Procedures by the School:**

- Email will be sent on CLP by the class teacher on the first day of absence if we have not received information from the parent.
- If a student is absent for 3 days in a row the class teacher is requested to contact the parents as a courtesy to check on the child's health.
- Parents will be called to school to discuss the situation with the concerned block Supervisor if absences persist.

### **Policy Review:**

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Attendance Policy and Early Leavers arrangements will be remedied without delay.