



ATTENDANCE POLICY



Amity School Dubai

Policy Document

ATTENDANCE POLICY

FUNCTION	FOR ATTENDANCE POLICY	
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ISSUED FOR	THE SCHOOL COMMUNITY	
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REVIEWED BY	VICE PRINCIPAL MR SHYAM KODANDA	
APPROVED BY	PRINCIPAL MR KAPIL CHAUDHARY	
OVERVIEWED BY	LINK GOVERNOR	
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VISION @ ASD

“To inspire and energize every student and staff member with an inclusive, innovative and deep learning experience”

POLICY STATEMENT

Good attendance is vital to a student's ability to learn. If days are regularly missed, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work. Absence rates above 10% should be regarded as a major cause for concern. However, there are more legitimate reasons for absence and some degree of flexibility is required depending on the cause of absence. For this reason, the school distinguishes in its response to absence between authorized absences and unauthorized absences or truancy.

AIMS

The aim of this policy is:

- To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught
- To set out the School's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians
- To encourage students to attend all classes in a timely manner, so that they maximise the educational benefit of being in School
- To ensure that unauthorised absences are dealt with firmly and effectively

PRACTICE AND PROCEDURE

Definitions

For the purposes of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the School calendar.

For the purposes of this policy, **absence** refers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record.

Informing parents

At the beginning of the academic year, the School issues to Parents / Guardians its attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded.

Procedures to promote punctual attendance and reduce absence

Students are expected to attend School on every school day as specified in the School calendar. In order to promote good practices and attitudes with regards punctuality and attendance, the following procedures are in place:

- Teachers maintain a record of attendance by students daily on the school's Student Information Management System (Nexquare).
- The School maintains accurate daily attendance data for each student, including timely or late arrival to School.
- Parents / Guardians are encouraged to make every effort to ensure that their children attend School on every school day and to ensure that they arrive on time.
- If students need to be absent from School for a particular day, Parents/Guardians are asked to inform the School via email to the class teacher.
- Students are responsible for completing all assignments missed during their absence.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- The School encourages students through rewards for good attendance and punctuality to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.
- The School ensures that unauthorized absences are dealt with firmly and effectively.

The school administration assumes the responsibility of recording daily attendance of registered students for each session.

The School will seek to achieve low absence rates by:

- Following up on all unexplained absences/late coming immediately.
- Providing a safe, caring and engaging learning environment that encourages and stimulates students.
- Recognizing and rewarding excellent or improved student attendance.
- Implementing strategies and programs to address attendance problems for individual students.
- Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students and School staff.

Types of Absences

Authorized Absences

For the purpose of this policy, authorized absence refers to request from Parents/Guardians for:

- Illness.
- Death of first or second degree relative.
- Scheduled doctor appointments.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.

Unauthorized Absences

The following types of absences are to be regarded as unauthorized:

- Shopping trips.
- Unnecessary travel.

- Other types of absences not included in the authorized absences list.

Truancy

Students are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Responsibilities towards the completion of Missed School Work

If an absence is authorized, the student has the right to make up the work that were missed. If an absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

Adverse Weather

School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog, rain).

School Notification of Absence

Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least 2 weeks before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

The student or Parent/Guardian is responsible for contacting the School administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

Assessment and Record Keeping

Notification of Absence and letters relating to requests for approved absence are kept with the Supervisors. Data including reports communication and any sanctions or rewards, relating to punctuality, attendance and absence are all kept on the relevant with the relevant section in-charge of.

Staffing and Resources

The School's Owner and Board of Trustees:

- Ensure that the School implements robust and rigorous practices with regards to Attendance, Punctuality and Absence.

The Principal

- Develops, implements and regularly reviews the School's policies and procedures for promoting good attendance, and follow up on excessive absence including truancy, and ensure full compliance with the school attendance policy
- Ensures that the School's attendance policies and procedures are implemented and adhered to
- Ensures effective administration of student attendance and recording daily attendance at all lessons
- Ensures that the School's policies and procedures for promoting good School attendance are implemented and adhered to

Supervisors/Phase Coordinator

The Supervisors/Phase Coordinator establish procedures aligned with this policy together with administrative departments in order to:

- Ensure effective administration of student attendance and recording daily attendance at all lessons
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff
- Set procedures for dealing with poor attendance and tardiness.
- Recognise students with exemplary attendance records.
- Develop, implement and regularly review the School's policies and procedures for promoting good attendance

The School Administration

The School Administrative departments, under the direction of the Supervisor/phase coordinators:

- Ensure that communication with parents regarding attendance and punctuality is relayed in a timely manner in accordance with this policy

Teaching Staff and Tutors

Teaching staff will:

- Keep accurate records of lesson attendance (in Secondary School) and of morning and afternoon attendance

Monitoring and Review

This policy is reviewed annually by the Principal and Vice-Principal and in discussion with the Supervisor/Phase Coordinators and School Administration.

Approved by

Principal on behalf of the School: _____

Chairman of Governors: _____

Appendix 1: Procedures for Staff to Ensure Good Attendance, Punctuality and Attendance

Introduction

Amity School Dubai believes good attendance is vital to a student's ability to learn. Having a good education helps give students the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work.

However, there will be absence times that demand sensitivity and we acknowledge that adaptations need to be made. In some cases pupil's lateness and absence may be being condoned at home or be out of the pupil's control. In these cases, it is essential that the child is not made to feel guilty or inadequate.

School staff should set an example and ensure they arrive at lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances whilst encouraging and expecting students to arrive punctually and ready for work. Good personal organization and time-keeping are part of our ethos.

Expectations of Teaching Staff

- Encourage prompt arrival at school
- Encourage regular attendance
- Ensure routines are in place for monitoring attendance and for early identification of any difficulties
- Respect and appreciate variation in lifestyle may place different demands upon students and their families
- Identify trends in attendance and punctuality.

In order to achieve this, class teachers and tutors should:

- Complete the attendance entry every morning by 7.45 am
- Keep 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 students and their parents
- Informing the Supervisor/Phase Coordinators where there are concerns

Supervisor/Phase Coordinators and other delegated members of School Management;

- Organise an individual student monitoring and reward system for target students
- Emphasise with students the importance of good attendance and promptness
- Discussing attendance issues at parent evenings and parent-teacher consultations when necessary
- Set an example by arriving promptly to lessons

School Administration

The Administration Team is responsible for:

- Promptly checking the completion of registers on a daily basis
- Following up promptly with teachers who have not completed registers
- Running a daily attendance report and ensuring this is accessible in the event of an emergency evacuation
- Ensuring unexplained absences/late comings are followed up with a call or email to ensure we can account for all students' whereabouts
- Ensuring arrival is entered on the Register
- Following up specific requests from staff for information regarding attendance including running reports and statistics
- Monitoring individual attendance on a weekly basis where concerns have been raised
- Preparation of 100% attendance certificates at the end of each Academic Year – IT generated data
- Preparation of highest attendance record amongst classes in each grade – Supervisor generated data
- School administration will excuse students for being late in the morning during days with adverse weather (e.g. heavy fog, rain)

Daily late reporting and recording process

- Manual late arrival log to be maintained at the 2 Receptions by the Receptionists.
- SMS to be sent out to late arrival / unapproved leave parents by 8.00 am by the IT department.
- Recording and editing of late arrival attendance to be done by the Receptionists using the template below:

▪ No. of late comers	▪ No. of Attendance records edited	▪ Remarks regarding calls received (If any)
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- Incident report on any alarm cases to be raised by the PRE immediately. School to take appropriate actions.
- An email along with the final attendance policy to be sent out to all parents from the PRE
- IT to share a daily template capturing the following :

▪ No. of late / unapproved absence	▪ No. of SMS sent	▪ Date and Time of SMS
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- Supervisors to work on incentives for Monthly 100% attendance and On time students for each section.

The PRE is responsible for:

- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues using the following system:
 1. Receptionists to maintain manual late arrival log and edit attendance of late arrival students.
 2. Class Teachers of Kindergarten to edit attendance of late arrival students.

3. Receptionists to alert PRE with regards to regular unauthorised absence/late comings monthly.
4. On occasion of more than 3 SMS's sent in a month, class teachers to communicate with the parents and a letter to be sent to the parent of the child by the Supervisor.
5. On occasion of 3 consecutive late arrivals, Reception to inform PRE. The PRE will communicate the same to the Supervisors who will make an immediate call out of the parent.
6. To encourage written permission for authorised leave from parents.

Positive Encouragement of Attendance

In order to encourage regular attendance, the school operates the following rewards:

- Individual students with 100% attendance in any Academic Year receive an Attendance Certificate – In School Champ.
- Monthly incentives to the class with the highest attendance record.

Parental Responsibilities for Student Attendance and Notifying School of Absence

Parents are informed that they have a responsibility and a duty to ensure their child attends school. Parents / Guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to give teachers time to prepare a list of assignments that will be missed during the absence.

The Parents / Guardians are also responsible for:

- Contacting the school administration to learn of all assignments and tasks given to the student.
- Informing the school by 7.00 am that their child is absent, on each day of absence and providing a reason
- Providing the school with a written reason for absences longer than 1 day, if the absence is not sickness related
- Making sure students attend school every day possible and arrive on time
- Sending students to school even if they feel a little unwell, e.g. headache or sore throat. The school nurse will always contact parents if the situation deteriorates
- 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
- Asking permission well in advance if a request is being made to miss school for a special occasion such as a family wedding.
- Informing the school if they are planning to take family holidays in school holiday time. If this is impossible, then a holiday request, in writing, must be made at least 2 weeks prior to the holiday date.

It is a senior member of staff's decision as to whether the request will be granted. Previous attendance patterns will be taken into account.

Additional holidays will not, by default, be authorized.

Authorized and Unauthorized Absences

Parents and Staff should be aware that absence will be accepted for the following reasons:

- Sickness which should be proved by a medical certificate if more than 2 days in length.
- Close family bereavement up to a maximum of five days.
- Scheduled doctor appointments.
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member.
- *Special circumstances will be considered on case to case basis.*

Parents should be aware that it is not acceptable to take students out of school for the following reasons:

- Shopping trips.
- Unnecessary travel.
- Birthdays
- To visit a relative
- To entertain visiting relatives and friends
- Other non-essential reasons

Action and Sanctions for Unauthorized Absence

The following action will be taken by the school for unauthorized absence:

- If no explanation is provided by 7.45 am, an sms will be sent to ascertain the reason for the absence
- Students whose attendance falls below 96% or following 3 occurrences of unauthorised absences in one month, will receive a phone call and letter reminding the parent of the importance of attendance and the implications should their attendance continue to be poor. They will be invited should they wish to a meeting with the Supervisors/Phase Coordinator or other delegated member of staff to discuss their attendance
- Students with frequent authorised “odd days” off from school will have their attendance patterns carefully monitored

Catching up work missed as a result of absence

If an absence is authorized, the student has the right to make up the work that were missed. If an absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

Punctuality

Lateness disadvantages students as they miss the initial teaching and instructions for the day/lesson. This can cause stress and embarrassment for a student as they walk into a class when learning has started.

Parents are asked to ensure students are at school in plenty of time for the start of the school day.

In the Middle School, students are expected to be responsible for ensuring that they arrive at their lessons on time. Teachers are responsible for ensuring that students are released from lessons/activities in a timely manner so that they have ability to arrive at their next lesson on time.

If students arrive after the starting time of school, they must report to the Reception area where the arrival time and the reason for the lateness must be recorded by the school Receptionist.

DAILY LATE REPORTING AND RECORDING PROCESS

Aim:

- The aim of this policy is:
 - To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught
 - To set out the school's expectations in relation to full attendance at school by all students without exception, through a clear policy and effective communication with Parents/Guardians
 - To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in school
 - To ensure that unauthorized absences are dealt with firmly and effectively

Objective:

- Promote a consistent approach across the school towards attendance related matters
- Make the students understand and recognize the link between their attendance and their full potential achievement
- Make explicit to all students, parents and teachers the school's expectations on attendance level and support strategies to help students maximize their attendance
- Ensuring the school takes the responsibility for the management of risks' related to health and safety

Process Owner:
PRE

Procedure

- Teachers to mark attendance between 7:30 am – 7:45 am.
- Manual late arrival log to be maintained at both the Receptions.
- Receptionist to mark "LATE" to students who arrive after 7:40 am from their desk.
- Receptionist to mark "Present" for students coming between 7:30 am – 7:40 am on assembly days for the participating classes.
- PRE to send SMS to parents at 7:45 am when a child does not report to school
- A log to be maintained on the system capturing :

No. of late / unapproved absence	No. of SMS sent	Date and Time of SMS
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- On occasion of a student being absent without information for 2 days, the class teacher/Supervisor to connect with the parents.
- If a student is **absent** for 3 consecutive days without information, Supervisor to send a mail.
- If a student is absent for more than two weeks without information or response to calls or mails, a home visit by the counsellor is organised
- PRE to call the parent of students who are arriving late for 3 consecutive days
- Supervisor to send an email to the parent of students who are regularly arriving **late**
- Individual students with 100% attendance in any Academic Year receive an Attendance Certificate

Policies

- Attendance Policy
- Health and Safety
- Child Protection

Key roles
Teachers, PRE, Reception, IT Support, Supervisors

Documents/ Records

- Attendance Record on Nexquare
- Manual Late Reporting Log Book
- SMS's
- Letter Template - sent to parents for Late arrivals (Supervisors)
- Letter Template – sent to parents for unauthorized absences (Principal)
- Daily report generation by both Receptions

Appendix 2 – Draft letter to parents post 3 unauthorised absences

Date

Dear Parents

RE: Student Attendance

Our records show that <child's name> has had <xx> unauthorized absences during this month.

Amity School Dubai believes good attendance is vital to a student's ability to learn. Having a good education helps give students the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work.

For safety reasons, it is imperative that our school can account for all students' whereabouts every day and we ask that parents contact the school to advise us of any student absence and inform us of the reason for your child missing school.

Should your child be absent due to medical reasons, please notify the Supervisor/Phase Coordinator or the Class Teacher and provide a Medical Certificate where required to ensure our records can be amended.

Please ensure <child's name> arrives to school every day, on time and prepared for lessons.

Please note that the School follows the policies and guidance. For further information, we refer you to the School's Policy on Attendance.

We will continue to monitor attendance and should there be a further concern, an appointment will be arranged for you with a member of our administration team.

If you have any questions or concerns, please feel free to speak with our PRE.

We thank you for your continued support.

Yours sincerely

Principal

Appendix 3 – Letter in response to late arrivals

Date

Dear Parents

RE: Student Punctuality

Our records show that <Child's name> has been late to school on <xx> occasions this year.

Amity School Dubai believes lateness disadvantages students as they miss the initial teaching and instructions for the day. This can cause stress and upset student as they walk into a class when the school day has started. Having a good education helps give students the best possible start in life. If students are regularly late, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work.

The morning National Anthem is also an important part of celebrating our host country with our whole school community. Please ensure <child's name> arrives to school every day, on time and prepared for lessons.

We will continue to monitor your child's punctuality and should there be a further concern, an appointment will be arranged for you with a member of our administration team.

If you have any questions or concerns, please feel free to contact the School administration who will direct your inquiry appropriately.

We thank you for your continued support.

Yours sincerely

Supervisor