

**SHEIKH KHALIFA BIN ZAYED ARAB
PAKISTAN PRIVATE SCHOOL
ABU DHABI, UAE**



Attendance Policy

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PURPOSE:

The purpose of this policy is to establish the attendance requirements as desired by the ADEC. These requirements must be included in the school-based attendance procedures for the students of Sheikh Khalifa Bin Zayed Arab Pakistan Private School.

POLICY INTRODUCTION:

We, at Sheikh Khalifa Bin Zayed Arab Pakistan Private School aim for an environment which enables and encourages all members of the school community to achieve excellence. For children to gain the greatest benefit from their education, it is vital that they attend school regularly and child should reach school on time, every instructional day in the school calendar unless the reason for the absence is unavoidable.

Parents, teachers and all other school staff are responsible for ensuring that students attend school every day, therefore, it is very important to make sure that your child attends school regularly and this Policy sets out how we will achieve this target with mutual efforts.

RELATED LAWS:

Related Article no. in the ADEC Regulations (February 2013)	Related Policy no. in the ADEC Private Schools Policies Manual and Guidelines
Article(s) 59 & 60	Policies 54 & 55

WHY IS REGULAR ATTENDANCE SO IMPORTANT:

Learning:- Most learning is sequential especially subjects like maths, therefore any absence affects the pattern of a child's schooling and regular absence will seriously affect his/her learning. Any student's absence disrupts teaching routine that may even affect the learning of others in the same class. Ensuring your child's regular attendance at school is parents' responsibility.

Safeguarding:- Your child may be at risk of harm if he/she does not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying measures

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

PROMOTING REGULAR ATTENDANCE:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

To focus attention on this, we will:

- Communicate your child's absence from school on the same day through telephone/sms;
- Report to you on each parent-teacher meeting how your child is performing in school, what his/her attendance and punctuality rate is and how this relates to his/her attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.

TYPES OF ABSENCE:

Excused Absences:

The following types of absence are considered excused when confirmed by parents in a signed note and accompanied by appropriate documentation where possible (e.g. note from doctor):

- Personal illness
- Death of a family member
- Scheduled doctor appointments which unavoidably fall in school time
- Official school duty or community task
- Family travel

Unexcused Absences and Truancy:

Unexcused absence are those which the school does not consider reasonable and for which no "leave" has been granted. The following types of absence are considered unexcused:

- Appointments without prior approval
- Parents/Guardians keeping children off school unnecessarily
- absences which have never been properly explained
- children who arrive at school too late
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed.

Students are considered truant if they are absent from school without their parents' knowledge or consent. Truancy is considered an unexcused absence. School will give written notice to parents when their child has been truant. Issues of repeated truancy will require the parents to meet school management.

Whilst any child may be off school because he/she is ill, sometimes he/she can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up his/her absence or to force for excusing them from attending. This gives the impression that attendance does not matter and usually make things worse.

ABSENCE PROCEDURES:

School will establish attendance procedures that include, but are not limited to:

- Parents will make every effort to ensure that their child attends school every day and arrives on time
- Students are responsible for completing all assignments missed during absences
- Schools will maintain accurate daily attendance data for each student
- All issues of students with repeated unexcused absences will be directed to the Principal for resolution. The Principal may direct the other school staff to address the issue with parents

If your child is absent from school you must:

- Inform the school of your child's inability to attend on the day of the absence. This must be done even if the telephone call has been made already
- Send a signed note to the school indicating the reason for the child's absence, when your child returns to school following an absence
- Parents will schedule family vacation to coincide with scheduled school breaks

If your child is absent from school we will:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you to discuss the situation with our concerned Section Supervisor and/or Class Teacher, if absence persist;
- Refer the matter to the ADEC if attendance moves below 85%.

School will seek to achieve high student attendance through the following initiatives:

- Providing a safe, caring and engaging learning environment that promotes student engagement
- Recognizing and rewarding excellent and 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, students and school staff

TELEPHONE NUMBERS:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Parents should help us in this regard by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

LATE ARRIVAL:

Poor punctuality is not acceptable. If your child misses the start of the day he/she can miss work and does not spend time with he/she class teacher getting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts at **07:00 am** for boys and at **08:00 am** for girls and we expect your child to be at school by that time.

Registers are marked by **07:15 am** and by **08:15 am** for boys and girls respectively and your child will receive a late mark if he/she is not in by that time.

At **7:15 am** and **8:15 am** the names of the latecomers will be registered at the school gates and will be served with a warning after coming late for three days in a month and three warnings may lead to temporary suspension up to two days.

If your child has a persistent late record you will be asked to meet with the concerned Section Supervisor and/or Class Teacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

In the final stage, if the student fails to modify his or her behaviour in accordance with the requirements, the School will apply to the Council to transfer the student to another School or to permanently exclude the student concerned.

HOLIDAYS IN TERM TIME:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us not to take children away during school time.

All applications for leave must be made in advance and at the discretion of the school a maximum of 10 days in any academic year may be authorised. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a student is just starting the school. This is very important as your child needs to settle into his/her new environment as quickly as possible.
- Immediately before and during class assessment/examination periods e.g. Terminal/Mock examination and Federal Board examinations.
- When a student's attendance record already includes any level of unauthorised absence.
- Where a student's attendance rate is already below (90%) or will fall to or below that level as a result of taking holiday leave.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Disciplinary Notice.

SCHOOL TARGETS, PROJECTS AND SPECIAL INITIATIVES:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **90%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this, because we know that good attendance is the key to successful schooling and we believe our students can be amongst the best in the city. Through the school year we monitor absence and punctuality to show us where improvements need to be made.

Monitoring and Evaluation:

The effectiveness of this policy will be regularly monitored by the Principal, Vice Principal and Senior Leadership Team (SLT).

Review:

The policy will be reviewed in line with the school's review cycle. However, the Board of Trustees may review the policy earlier if the Board of Trustees receives recommendations on how the policy might be improved.

Policy Prepared / Revised by:

Mr. Amjad Nasir Kayani, eSIS Administrator on November 04, 2015

PRINCIPAL

Policy Approved by: **Board of Trustees** on _____

This policy will be monitored and reviewed by the Board of Trustees on an annual basis and when the need arises.

VICE CHAIRMAN BOT

CHAIRMAN BOT

REFERENCES:

- ADEC's Private Schools Policy and Guidance Manual 2014-2015
- ADEC's Organising Regulations of Private Schools 2013
- Federal School Calendar approved by ADEC

UNDERTAKING BY PARENT AND CHILD

I have read and understood the terms and conditions of the attendance policy at Sheikh Khalifa Bin Zayed Arab Pakistan Private School, Abu Dhabi, UAE.

Signed:

Child's Name:

Father's Name:

Class/Section: _____

Date: _____

Admission No: _____

ADEC Student No.: _____

Telephone No: _____

Mobile No.: _____

SHEIKH KHALIFA BIN ZAYED ARAB PAKISTAN SCHOOL ABU DHABI

GATE PASS

_____ of class _____ section _____

Is permitted to go home with him/her _____ Mr. /Mrs./Miss _____

Reason: _____

Date: _____ Time: _____

Section Supervisor

SHEIKH KHALIFA BIN ZAYED ARAB PAKISTAN SCHOOL ABU DHABI

GATE PASS

_____ of class _____ section _____

Is permitted to go home with him/her _____ Mr. /Mrs./Miss _____

Reason: _____

Date: _____ Time: _____

Section Supervisor

SHEIKH KHALIFA BIN ZAYED ARAB PAKISTAN SCHOOL ABU DHABI

GATE PASS

_____ of class _____ section _____

Is permitted to go home with him/her _____ Mr. /Mrs./Miss _____

Reason: _____

Date: _____ Time: _____

Section Supervisor