

# Al Dhafra Schools

## Attendance Procedures



**These procedures apply to all sections, Grades 4-12. This procedure document is consistent with the policy as included in the ADPS attendance and Behaviour Policies published on the school website.**

*These procedures will be reviewed at the end of the 2016/17 Academic Year*

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## **1. Rationale**

At Al Dhafra School, students are expected to attend every class for each day of the school calendar. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society - that are critical for developing career readiness skills, success in school and in life. While acknowledging the critical importance of class attendance, the Al Dhafra Schools also recognises that there are times when absence from class is unavoidable.

The satisfactory completion of academic work as well exposure to the many other learning opportunities provided by ADPS requires on-time regular attendance at school. Catching up on missed written is important, but is only a partial substitution for attendance. ADPS provides well-planned learning opportunities for the students every day. If a student is absent or late, he/she is losing educational opportunities. Furthermore, the absence of any student affects not only his/her progress, but also negatively influences the progress of the group. It is in every student's best interest to be at school on time, prepared to participate each school day.

## **2. Attendance Requirements - ADEC**

- 2.1. Students are expected to come to school each school day, as specified in the school calendar.
- 2.2. Students should get to school on time every day, attend the daily morning routine, and attend classes on time.
- 2.3. Teachers shall keep a record of students' attendance in each class.
- 2.4. The school shall maintain accurate data on daily attendance for each student, including timely arrival to school or delays.
- 2.5. Upon returning to school following absence, the parent/ guardian should send a note to the school informing it of the reason for the student's absence.
- 2.6. Absenteeism with a rate of more than 10% should be regarded as a cause for concern, provided that absence with permission should be distinguished from unjustified or unpermitted absence.

### **3. Late to School**

- 3.1. School begins at 7.45am, with assembly being a compulsory part of the day. Any student arriving after 7.45am will be recorded as 'late', and this will count towards their total recorded tardiness.
- 3.2. Students who arrive after 8am must report to the main reception area to collect a late note which will allow them to enter school.
- 3.3. Students who arrive after 8.20am may be denied entry to the first lesson, and will be supervised in a central area by appropriate staff. This is to prevent the disruption of the learning of the students who have entered class in a timely manner

### **4. Late To Class – Tardiness**

- 4.1. Students are expected to be in class on time. Students who are late to first period must report to the supervisor, and then move to their class. The supervisor will record time and reason for lateness, and deal with the student according to the ADPS policy and stage procedures.
- 4.2. Students late to class following breaks or when moving from class – to – class will be recorded by the classroom teacher as LATE on the teachers register. Teachers have the right to refuse student entry if they exceed the expected limits (usually 20mins after the start of the lesson).

### **5. Truancy / Cutting Class**

- 5.1. Truancy / Cutting Class will not be tolerated under any circumstances. Truancy is dealt with as per the ADPS Behaviour Policy and may include detentions or suspensions from school entirely. A student is considered truant if he/ she:
  - Is absent without knowledge and consent of parent / guardian.
  - Falsifies parental notification regarding absence.
  - Leaves school without signing out at the office or with the relevant person.
  - Is absent from class without permission.
  - Obtains a pass to go to a certain place and does not report there, for example the medical clinic.
  - Fails to attend scheduled meetings, assemblies, etc.
  - Is absent from class, after arriving on campus, without the consent of the school.

### **6. Excused Absences**

The following list identifies the situations in which a student's absence may be register as 'excused'.

- Illness or medical emergency, provided a medical certificate from a recognised medical centre or practitioner is provided within 3 days of returning to school
- Death in the immediate family provided parents provide sufficient information

- Observance of a religious holiday
- Family emergencies or circumstances beyond the student's control (to be determined by the Principal)
- Representing Al Dhafra Schools, or attending an Al Dhafra School sponsored trip
- Representing UAE in a certain field, e.g. sporting, cultural, political etc.
- Court appearances or other demands made by a UAE Government body (Wherever possible such appointments must be arranged out of school time)
- UAE religious or National holidays days
- Due to severe weather circumstances there may be instances where either the school is forced to close, or chooses to close for the safety of both staff and students. In this case the day will not be counted as an official school day. If there is no official notification from the school (by email, SMS or published on the website), or from official Government broadcasts (not via social media) then students are expected to attend.

## **7. Vacation or Non – Essential Travel**

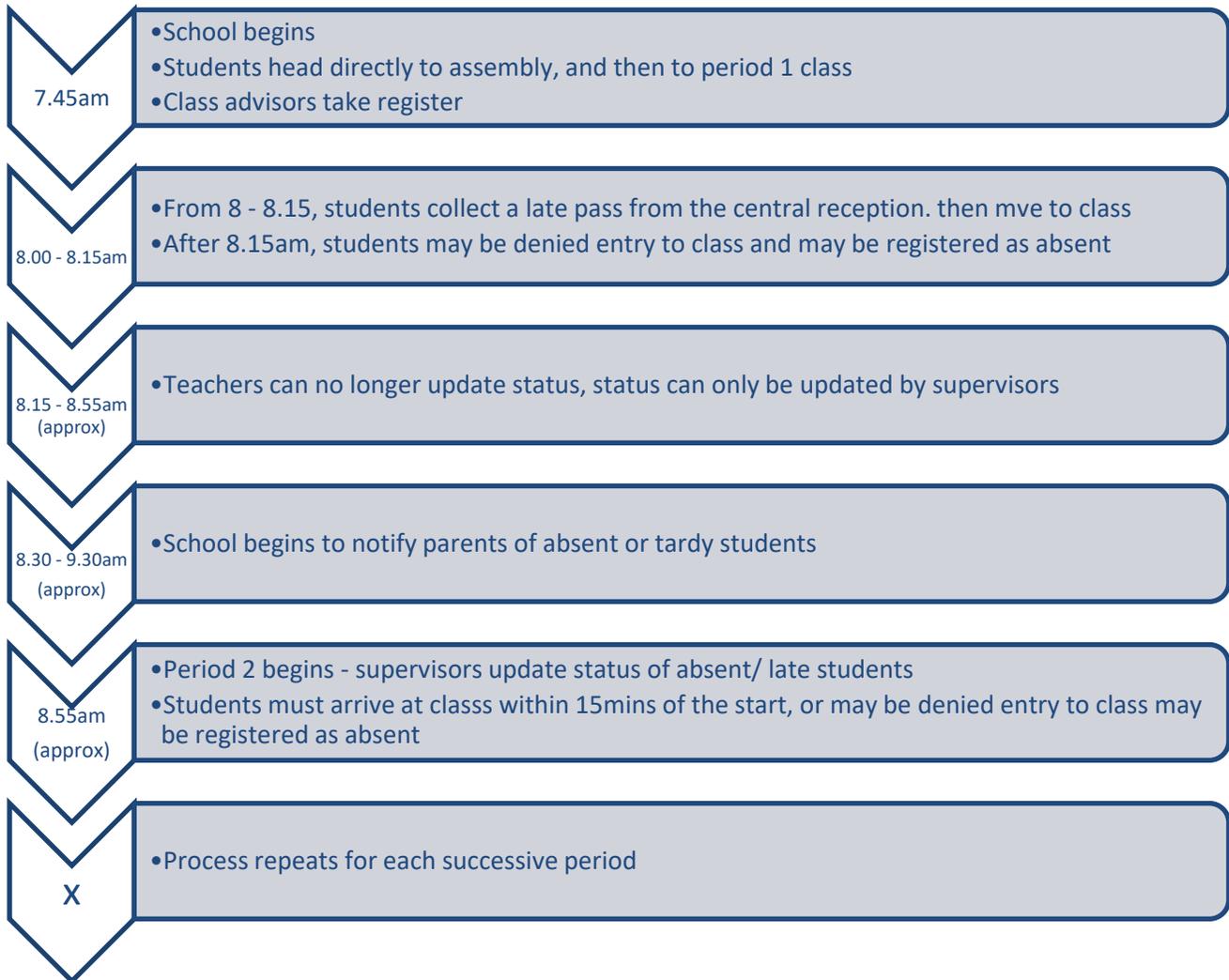
- 7.1. All vacations must be taken during the official vacation periods as published on the ADPS website at the commencement of the year
- 7.2. Any other non – essential travel that occurs during the semester will be recorded as unexcused absence
- 7.3. The school start and finish dates are published on the ADPS website, and attendance is counted from the first to the last day of this period. Returning to UAE after the school start date due to the inability to manage suitable travel arrangements is not an acceptable reason. Similarly departing ADPS prior to the beginning of the official holiday period is not an excused absence.

## 8. Procedure for Late Students

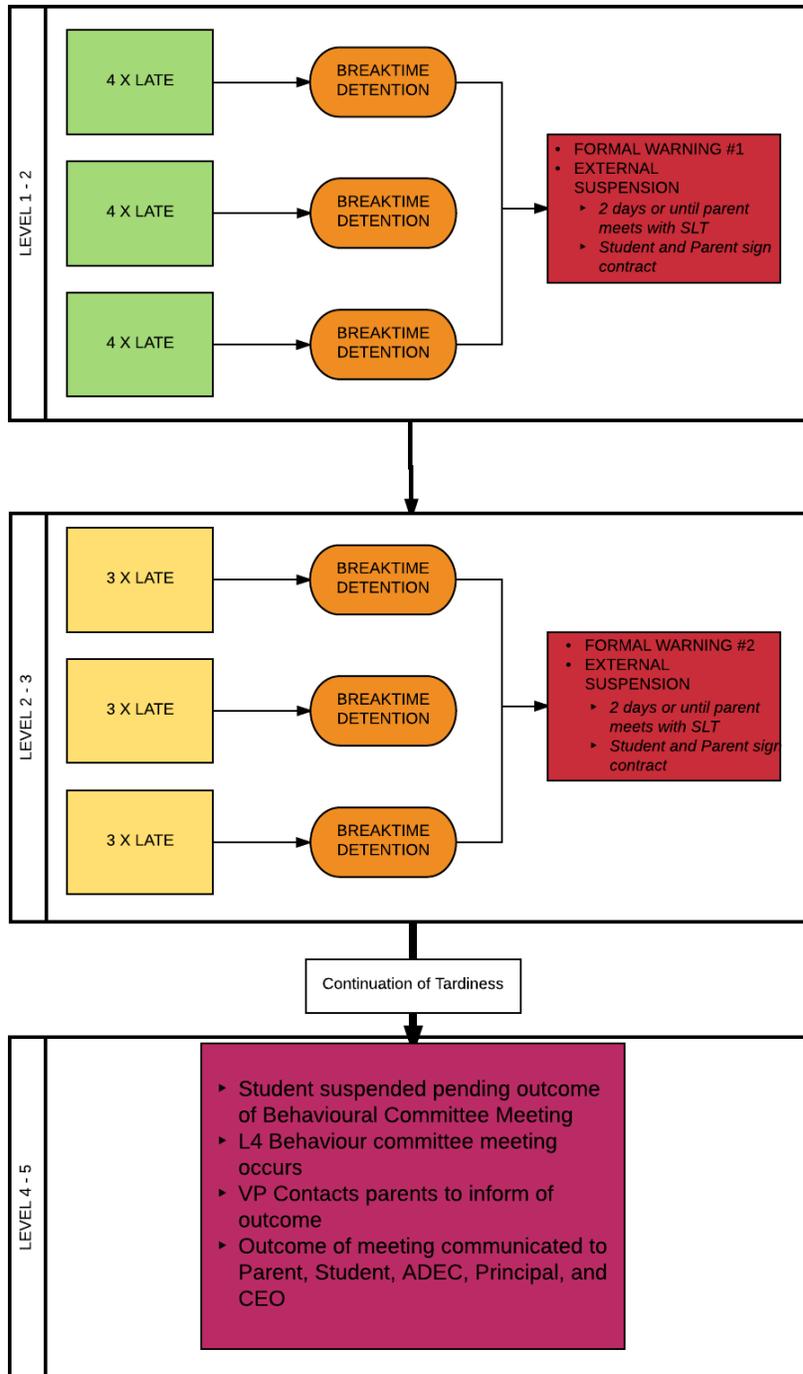
The following procedures reflect a set of shared steps across all of ADPS. There may be specific differences in each building due to staffing requirements and individual positions.

- I. If a student is unable to attend school, parents/guardians are required to call the school before 7.30am on each day of the absence or obtain approval before the absence.
- II. **For 2016 - 17, the start time for all students is 7.45am.** Students arriving after this time will be considered late to school.
- III. Students arriving **after 8am** must proceed to the central reception to collect a late pass, before moving to class.
- IV. Students should move directly to class following assembly, where the class advisor will take the register.
- V. **Advisors should complete the period 1 attendance register by 8am.** This gives the administrative staff sufficient time to follow up on absent or tardy students.
- VI. Any student arriving **after 8.15am** may be denied entry to the class, and will be registered as **absent for that period**. If an appropriate reason, with documentation, is provided to the student supervisor/ social worker, then the student may be provided with a 'late pass', and allowed to enter the period 1 class.
- VII. For each successive period, the same procedure applies. Students have 15minutes from the beginning of the period to arrive at class, after which they may be denied entry and registered as absent, despite being present on the campus. Students denied entry to class will be supervised by appropriate staff in each building and grade level.

## Late and Absent Work Flow



## Al Dhafra Private School Lateness Consequence Chart



## 9. Reporting

- 9.1. Absence and tardiness (as a %) will be reported on the final semester reports. This % does not affect the academic grade in any way.
- 9.2. In line with the ADPS Assessment policies and procedures, attendance or tardiness do not contribute towards a student's academic grade. Regardless of the number of periods or days missed, each student's academic grade reflects only the stated learning goals, as assessed by the subject specific assessment framework. However, poor attendance will be reflected by a low final score due to missed opportunities to learn.
- 9.3. In line with ADEC requirements, an absence 'mark' will be generated for the final semester report. This mark does not affect the academic grade in any way

## 10. Accountability and Records

- 10.1. TEACHERS are responsible for:
  - Monitoring and recording student absence and tardiness to class. This should be completed using the electronic records system ('Digital Campus).
- 10.2. STUDENT SUPERVISORS/ MONITORS/ SOCIAL WORKERS (or equivalent positions) are responsible for:
  - Recording late to school (i.e. tardiness to school)
  - Changing or updating a student's status (e.g. if a student has been marked as 'absent' by the teacher, and subsequently arrives late, these persons are responsible for updating the status and assessing the validity of the reason provided)
  - Sending notification to parents of students who are tardy to school. Where possible parents or a responsible adult should be notified by calling prior to 9am. Where this is not practicable, alternative notification systems may be utilised such as email or SMS.
  - Informing the VP when a student reaches a high level of absence (e.g. 5%, 10%...)
- 10.3. VICE PRINCIPALS/ HEAD OF SCHOOL (or equivalent positions) are responsible for:
  - Managing disruption to class caused by tardy students
  - Documenting and arranging parent conferences for students who have reached the notification thresholds
  - Documenting, using the appropriate forms, actions carried out by the school to try and ensure students do not exceed the minimum attendance requirements
  - Communicating through the appropriate channels with ADEC the intention to deny any student access to lessons due to exceeding the ADPS minimum attendance requirements
  - Sit as the chairperson of the disciplinary committee to decide the best action for any student who has reaches a very high level of absence

- Coordinating and quality assurance of the process

10.4. PRINCIPAL is responsible for:

- Liaising at all times between the ADEC and the school to ensure consistency of procedures
- Liaising between the school and the family of any students with Political, Diplomatic or Royal duties which may unduly affect their ability to attend school