

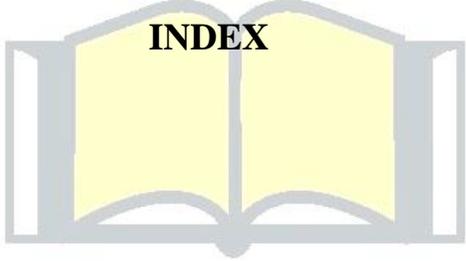


# ABUDHABI INDIAN SCHOOL STUDENT ATTENDANCE POLICY

## STUDENT ATTENDANCE POLICY

Name of Policy	:	Student Attendance Policy
Article No.	:	59
Purpose of Policy	:	To establish the attendance requirements for the students in Abu Dhabi Indian School.
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Principal
Policy applies to	:	To all the students of Abu Dhabi Indian School
Date of Approval	:	10-10-2013
Proposed Date of Review	:	01-01-2019

# STUDENT ATTENDANCE POLICY FOR ABUDHABI INDIAN SCHOOL

		
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# SCHOOL ATTENDANCE POLICY FOR ABUDHABI INDIAN SCHOOL

## INTRODUCTION

Abu Dhabi Indian School aims for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend the school regularly and the child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is the responsibility of the student to catch up on all work missed in class. Parents withdrawing students from school for any other reason should consider that the classroom experience can never be 'made up' with extra work sent home, and as such, absences have a negative impact on the student's educational progress and may affect their promotion to the next year level.

It is very important to make sure that all children attend school regularly and this policy sets out how to achieve this.

## OBJECTIVE OF THE POLICY

The objective of Abu Dhabi Indian Schools' attendance policy is to:

- Develop a whole school approach to attendance and punctuality
- Encourage maximum class attendance;
- Encourage students to apply their time and attention towards obtaining the maximum benefits on their education;
- Place the primary responsibility for school attendance upon students and parents;
- Provide teachers, counselors, and administrators more time to accomplish their primary responsibilities as educators;
- Eliminate excessive absenteeism;
- Provide alternative consequences for excessive absences;

## WHY REGULAR ATTENDANCE IS SO IMPORTANT

### Learning:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence can disrupt teaching routines thus affecting the learning of others in the same class. Ensuring the child's regular attendance at school is their parents' responsibility.

## Promoting Regular Attendance:

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

To achieve this, we will:

- Report to parents in PTA meetings on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment;
- Regular communication will be sent out to parents of students whose attendance is becoming a concern.
- Stress the importance of attendance at parent information evenings and relay the message that poor attendance can affect your child's attainment negatively.

## EXCUSED ABSENCES

The Principal, or Head Master or Supervisor has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. (Below are the valid/lawful excuses for temporary nonattendance of a student at school.)

- **Illness or injury:** An illness or injury which prevents the student from being physically able to attend school.
- **Quarantine:** When isolation of the student is ordered by the doctor or local health officers.
- **Death in the immediate family of the student:** Defined to include, but not necessarily limited to, grandparents, parents, brothers, and sisters.
- **Medical or dental appointments:** When the absence results from a medical or dental appointment of a student.
- **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence.
- **Official school duty or community task:** When the absence results from an official school duty or community task assigned to the student.
- **Exceptional Circumstances:** The Principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

## **UNEXCUSED ABSENCES AND TRUANCY**

The following types of absences are considered unexcused:

- Shopping trips
- Appointments without prior approval

Students are considered truant, if they are absent from the 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 with the school officials.

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The school further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The school seeks the full cooperation from parents in promoting good attendance and punctuality, in particular and strongly encourages the following:

- When possible medical and dental appointments should be scheduled after school hours; and
- Family vacations should be taken during school vacation and recess periods.

## **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:

- Warning letter issued to parents by the school after recognition of ongoing absence problems.
- Meeting with parents to establish circumstances.
- Attendance contract set up between parents, student and school.

- If attendance contract is not adhered to, then the child will be recognized to be in breach of the pre-existing contract and a document will be drawn up to reflect this.
- Failure to abide by the attendance policy of the school will then be considered with regard to non-promotion for the next academic year.

## **ABSENCE PROCEDURES**

- When a student is absent from the school, it is imperative for the parent to inform the school authorities of the child's absence in writing.
- Absence of two consecutive days or more must be justified with a medical report. Failure to bring this documentation may result in an unexcused absence.
- If a student is absent, it is mandatory for the parent to ensure that circulars, homework and class work is obtained from the teacher.
- If the absence is due to an illness or other unforeseen reason, missed work must be made up as soon as possible.
- All students absent from any assessments, including weekly, midterm and final assessments, will lose credit on these assessments unless the student presents a valid report from a certified medical doctor indicating the reason for his/her absence.
- If a student is absent for three consecutive days without any information from the parent, the class teacher has to contact the parent to determine the reason for the absence. The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.
- The school will not authorize an absence during the following times:
  - When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
  - Immediately before and during assessment periods, school examinations and final examinations.
  - When a student's attendance record already includes a high level of absence.
- If a student is absent for more than 21 consecutive days without any information from the parents and if the class teacher is unable to contact the parents, the supervisors of the concerned section will inform the matter to the Principal and the student will be removed from the regular rolls of the school.

## ATTENDANCE—WHAT PARENTS SHOULD KNOW

Parents can team up with teachers to make sure students are in school and ready to learn.

### How parents can help:

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning / ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact their child's teachers/supervisors to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

