

Attendance and Punctuality Policy 2017/2018

ATTENDANCE

ADEC 4.2 Policy on Student Attendance

Students are expected to attend school on every instructional day in the school calendar for Abu Dhabi schools. Parents, teachers and all others schools staff are responsible for ensuring that students attend school every day.

- Students will be in class every day and will arrive in class on time
- Student are responsible for completing all assignments missed during absences
- If a child will be absent from school, parents will inform the school of their child's inability attend on the day of the absence
- Parents will schedule family vacations to coincide with scheduled school breaks

Excused Absences: Parents should inform the school in advance of any planned absences that cannot be changed to outside of school timings. Other absences must be confirmed by parents in a signed note and accompanied with appropriate documentation where possible (e.g. note from doctor):

- Personal illness
- Death of a family members
- Scheduled doctor appointments
- Official school duty or community task
- Family travel

Once the absence is excused students will receive marks for work they missed that day which they have completed.

Late Arrivals

Please refer to the school's Punctuality Policy. If a late student misses an assessment due to their lateness, a written excuse accompanied by documentation should be submitted by the parent in order to provide the student with the mark for that assessment.

PUNCTUALITY

PURPOSE

In order to align with the school's mission and vision, values and beliefs, a late policy has been developed to ensure students' uninterrupted progress and to enable children to meet and grow their learning potential.

It is taken into consideration that traffic can be bad and that parents have more than one child to drop off each day. It is also taken into consideration that tires go flat, shoes get lost, car keys get misplaced and alarms don't always go off. However, NONE of these reasons are "legal" reasons for lateness, so **late students resulting from such will remain unexcused**. Please plan ahead and allow extra time for unexpected delays as excessive lateness and poor punctuality will lead to poor student performance, low morale and a lack of responsibility. Eventually disciplinary action will need to be implemented.

Parents cannot excuse first period lateness unless it is for a legal absence reason (illness, medical/dental, religious holiday or funeral). All other reasons will remain unexcused. There is a misconception that students are not late until 7:45.

Please note that school starts at 7:30am. Students are expected to prepare themselves and attend assembly where the UAE National Anthem is played, student performances are conducted and information is cascaded. Students must be punctual and in class by 7:40 ready to start the lesson.

Lateness interrupts the classroom environment and interferes with the learning of other students. Lateness can also have a detrimental effect on the child who is late. They often feel embarrassed because they know the lesson will have already started and that everyone will notice this when they enter the classroom. The starter / beginning of the lesson is also often the most important part so if they miss this, their learning will be compromised.

Kindly note that the school gate where students are dropped off and picked up will be closed at **7:35**. Only KG students will be admitted after 7:35. Students arriving after 7:35 must stop at the main reception, obtain a "**Late Slip**" and hand it to their respective supervisor before going into class.

DISCIPLINARY ACTION

Disciplinary actions will be taken for unexcused lateness as follows:

(Parents will be informed of the next steps each time)

STAGE 1

- Late 1st time results in **verbal warning** followed by sms/email
- Late 2nd time results in **verbal warning #2** followed by sms/email
- Late 3rd time results in **First Level violation written notice** followed by sms/email

*Please note that depending on the case and family records, some instances would entail bringing in parents for a meeting and signing a contract at this stage.

STAGE 2

- Late 4th time results in **First Level violation written notice#2** followed by sms/email.
- Late 5th time results in **First Level violation written notice#3** followed by sms/email.
- Late 6th time results calling parents in to meet and sign a **contract #1**.

STAGE 3

- Late 7th time results in calling parents in and student is issued with **First Level violation written notice#4**.
- Late 8th time results in calling parents in and student is issued with **First Level violation written notice#5**. (Parents will be informed of the next step if they do not make efforts to comply by policy rules).
- Late 9th time results in calling parents in and student is issued with **written notice of 1 day suspension** (effective next school day) and **contract #2** will be signed. (Parents will be informed of next steps if they do not make efforts to comply by policy rules)

STAGE 4

- Late 10th time results in an administrative conference with parents and students and putting the student on **re-registration hold**.
- Any student arriving more than 30 minutes late without a valid, legal reason will incur a “**VLP**” (very Late Pass) pass, parents will be contacted and a **VLP contract** is signed. More than three “VLP’s” in one school year will result in re-registration hold.
- Any student who has a clear and good record of punctuality will be acknowledged and rewarded.
- Any student may have his records cleared if they are on time for one consecutive month(4 weeks in a row) and may be rewarded.
- Bus students will be exempted from any actions. In the case of it being the student’s fault for missing the bus, he/she may receive a first verbal warning, depending on the case.



GREEN ZONE STAGE 1	EXCELLENT /GOOD (0-3 DAYS LATE)
YELLOW ZONE STAGE 2	CONCERNS (4-6 DAYS LATE)
ORANGE ZONE STAGE 3	SERIOUS CONCERNS (7-9 DAYS LATE)
RED ZONE STAGE 4	DIRE CONCERNS (10 OR MORE DAYS LATE & VLP)