



## **Attendance and Punctuality Policy 2018/2019**

### **ATTENDANCE POLICY**

#### ADEK 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 school 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 must inform the school of their child's inability attend on the day(s) of 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). Excused absences include:

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

In all above cases approval from the Principal is required.

Policy Statement: Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school and to lessons on time. We strive for attendance that is consistently 'Outstanding' for all groups of pupils, rated as follows:

Outstanding 98% and above  
Good 94% - 95.9%  
Unsatisfactory 92% and below

Very Good 96% - 97.9%  
Acceptable 92% - 93.9%

**NOTE:** In accordance with UAE Law, a student may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school reserves the right to exclude any child, ask them to repeat the year or withdraw the offer of a place for the following academic year.



## Late Arrivals

Please refer to the school's Punctuality Policy. If a student misses an assessment due to lateness, parents should submit a written explanation in order to allow the teacher to mark the work and thus provide a grading for that assessment.

## **PUNCTUALITY POLICY**

### PURPOSE

In order to align with Al Dhafra's mission and vision, values and beliefs, a late policy has been developed to ensure students' uninterrupted progress and to enable them to develop and improve 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 are "legal" reasons for lateness, so **late students resulting from such will remain unexcused** and still have to follow the late procedure in this policy. Please plan ahead and allow time for unexpected delays: excessive lateness and poor punctuality will lead to poor student performance, low morale and a lack of responsibility. Disciplinary action will be implemented, where appropriate, to ensure that all students understand the value of punctuality on their attainment.

Parents cannot excuse first period lateness unless it is for a legally recognized reason (illness, medical/dental, religious holiday or funeral). There is a misconception that students are not late until 7:45am. **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 7:30am ready and prepared to start the day.

Lateness interrupts the classroom environment and interferes with the learning of others in the group. Lateness also has a detrimental effect on the child who is late. They often feel embarrassed because they know the lesson has already started and everyone else notices their late entry. The starter / beginning of the lesson is most important as learning objectives and aims for the lesson are discussed therefore if they miss this, their learning is compromised.

The school gate where students are dropped off and picked up will be closed at **7:35am**. Only KG students will be admitted after 7:35am. Students arriving after this time must stop at the main reception, to be registered and given a late slip, which they then will give to their teacher on entering their class.

In addition to absence from school affecting your child's development, it is vital to remember that being late to lessons also has a negative effect on their learning.



Lateness = Lost learning (figures below are calculated over a school year)

- 5 mins late each day 3 days lost
- 10 mins late each day 6.5 days lost
- 15 mins late each day 10 days lost
- 20 mins late each day 13 days lost
- 30 mins late each day 19 days lost

### **DISCIPLINARY ACTION**

Disciplinary actions will be taken for unexcused lateness and attendance as follows:  
(Parents will be informed of the next steps each time).

#### **Disciplinary actions for unacceptable punctuality and attendance:**

Both attendance and punctuality will be monitored and checked on a monthly basis. If either is below 94%, the procedure outlined below will be followed:

<b>Stage 1</b>	1 <sup>st</sup> occasion	Gentle reminder via a phone call from school to home
<b>Stage 2</b>	2 <sup>nd</sup> occasion	Formal Notification Letter 1
<b>Stage 3</b>	3 <sup>rd</sup> occasion	Formal Notification Letter 2
<b>Stage 4</b>	4 <sup>th</sup> occasion	Meeting at school with parents – Contract Signed
<b>Stage 5</b>	5 <sup>th</sup> occasion	Meeting with the relevant Head of School – possible suspension and/or withdrawal of a place in the school for the following year.

- If a student arrives late to school any day, parents will be called and students given verbal warnings
- If a student's punctuality is below **94%** in one month a Notification Letter will be sent home
- If a student's punctuality continues throughout the term to be below **94%**, parents will be asked to come in and sign a contract
- Attendance and punctuality percentages will be shown on report cards
- Any student who has a clear and good record of punctuality will be acknowledged and rewarded
- Any student may have his records cleared if their overall attendance and punctuality increased and is above 94% for a sustained period.
- Bus students will be exempt 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.

**HOW PARENTS CAN HELP:** Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead. Make sure your child goes to school regularly and follows the school rules. Ensure your child arrives at school on time – not late.



**ATTENDANCE AND PUNCTUALITY LEVELS**

<b>GREEN ZONE</b>	<b>OUTSTANDING</b>	<b>98% AND ABOVE</b>
<b>LEVEL 1</b>		
<b>BLUE ZONE</b>	<b>VERY GOOD</b>	<b>96% - 97.9%</b>
<b>LEVEL 2</b>		
<b>YELLOW ZONE</b>	<b>GOOD</b>	<b>94% - 95.9%</b>
<b>LEVEL 3</b>		
<b>ORANGE ZONE</b>	<b>CAUSE FOR CONCERN</b>	<b>90% - 93.9%</b>
<b>LEVEL 4</b>		
<b>RED ZONE</b>	<b>SERIOUS CAUSE FOR CONCERN</b>	<b>BELOW 90%</b>
<b>IMMEDIATE ACTION REQUIRED</b>		
<b>LEVEL 5</b>		

It is expected that all student attendance and punctuality levels will fall in Level 1, Level 2 or Level 3.