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## STUDENT ATTENDANCE POLICY

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(2023-2024)

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<b>Approved by:</b>	Ms. Suzan Khashan
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# Student Attendance Policy

## Aims

The aims of this policy are to:

- Promote punctual and regular attendance at Al Shorouq Private School.
- Set out the standard procedures used at Al Shorouq Private School for recording, managing and monitoring student attendance.

## Rationale

### The Importance of Regular School Attendance

The enrolment of students and their regular and punctual attendance at school are prerequisites for an educated nation. Moreover, enrolment and punctual, regular attendance at school are important because;

- Each school has a duty to protect each student's fundamental right to education
- Enrolment at a school places a student under an obligation to attend school punctually and regularly, unless there is a valid reason for absence
- A school that successfully curbs unauthorised absence will most likely improve student outcomes and performance.

## Definition

### Definition of 'absent'

A student is deemed to be absent from school when the student is not present in class or not participating in a school activity when the register is taken.

### Valid Reason for Absence

While punctual and regular attendance is necessary, from time to time, it may not be possible or desirable for a student to attend school. Any of the following is a valid reason for the absence of a student from school:

- Physical or psychological illness, for which the Principal may require communication from the parent that the student is unable to attend school or written confirmation by a registered medical practitioner if the illness lasts longer than three days.
- Religious or cultural observances approved by the school governing body in terms of the Ministry of Education (MOE) School Calendar Policy
- Death of a family member
- Appointment at court, social services or other official agency, for which the Principal may require documentary proof.
- Suspension by the Board of Governors.
- Acts of nature (that is, events that are beyond human control)
- Exceptional circumstances for which, in the view of the Principal, a temporary absence from school is; in the best interest of the student; unavoidable.

Absence without valid reason is **unacceptable** and will be followed up promptly as set out in this policy.

## Roles and Responsibilities

### Roles and Responsibilities of the Principal

The Principal, working with the school leadership team (SLT) and the Board of Governors, is responsible for developing a culture of punctual and regular attendance at the school.

The Principal is responsible for fostering a caring school environment in which the SLT and teachers take an interest in each student's well-being and are alert to problems that might affect a student's attendance.

The Principal must ensure that staff who are allocated responsibilities for school attendance matters understand the importance of accurate records and careful monitoring, and that they carry out their responsibilities competently.

The Vice Principal (Student Affairs) is responsible for ensuring that class registers are compiled, marked and monitored properly, and that they are stored safely in terms of this policy.

If the student is absent without valid reason for three consecutive school days, the school will;

- Inform the parents of the importance of regular attendance.

- Emphasise the student's duty to attend punctually and regularly in terms of the school's code of conduct for students;
- Inform the parents of the risk of the student's record on the class register being cancelled because of continuous absence.
- Request the student's return to school.

When a student's record is cancelled in the class register, the Principal must;

- Inform the parents and class teacher in writing of the date of and reason for the cancellation;
- If the student is of compulsory school-attending age, inform the MOE and KHDA of the date of and reason for the cancellation.

The Vice Principal (Student Affairs) must monitor and analyse student attendance rates in each Grade and such information must be included in reports that the Principal makes to the Board of Governors.

## Roles and Responsibilities of Teachers

### The Class Teacher's Roles and Responsibilities

The class teacher is responsible for compiling and marking the class register in the School Information Management System or on a suitable paper recording system, during the class registration period on each school day. All registers are to be submitted promptly, either through the electronic system or by returning the paper register to the Section's Administrative Coordinator for safekeeping.

### Teacher's Roles and Responsibilities

The class teacher is responsible for marking the lesson register, maintaining it accurately.

A teacher who has reason to believe that a student is absent from a lesson without valid reason must report such absence to the Administrative Coordinator.

## Roles and Responsibilities of Students

A student has a responsibility to attend school punctually and regularly. Parents, Board of Governors, SLT and teachers will play their part in ensuring that students accept and act on this responsibility. The example set by parents, SLT and teachers is of crucial importance in building a culture of punctual and regular attendance.

## Roles and Responsibilities of Parents

Parents are expected to:

Ensure that the student attends school daily, on time and for the whole school day, unless there is a valid reason for absence.

Ensure that the student is not taken out of school without valid reason (Family holidays are not a valid reason).

Inform the class teacher or Administrative Coordinator if the student is absent or expected to be absent or expected to be late for school, giving a valid reason, before the start of the school day, by either;

- Telephoning the school
- Sending a written note to the school
- Emailing the school

Co-operate with the school in resolving the problem if the student is absent from school without valid reason.

Encourage and, if possible, assist the student to make up for time lost as a result of absence from school.

## Roles and Responsibility of the School

The school community, led by the Principal and Board of Governors, is responsible for promoting and monitoring school attendance in order to give students the best chance of benefiting from their school experience.

The school will provide support to a student who has been absent by the class and subject teachers giving the student the work missed on their return, or in extended periods of absence, work will be sent home for the student to complete, in order to make up for time lost or assessments missed.

## The Roles and Responsibilities of the Board of Governors

Rules dealing with punctuality and regular attendance must be part of a Board of Governors code of conduct for students.



## **Non-Compliance**

Students with regular absence from the school or lateness in arriving to the school, without a valid reason will be asked to meet with the Vice Principal (Student Affairs) and parents to try to resolve and issues and to support the student in improving their attendance and/or punctuality. The Vice Principal (Student Affairs) may at this point involve the school Social Worker and/or Administrative Coordinator as appropriate.

If the above does not resolve the issue, the student will be referred to the Principal who will then decide on the most suitable course of action based on the individual student case.

## **Implementation of this policy and monitoring**

The Principal is responsible for ensuring that all parents are aware of the attendance policy, via face to face meetings, by email and/or the school website.

Class teachers and Administrative Coordinators are responsible for ensuring students understand the attendance policy, through class discussion, assemblies and individual meetings. The policy will need to be reinforced throughout the academic year.