



# **SHINING STAR INTERNATIONAL SCHOOL ABU DHABI**

## **ATTENDANCE POLICY**

## **RATIONALE**

Regular school attendance is important. Students need to attend school regularly if they are to take full advantage of the educational opportunities available to them and Shining Star International School fully recognizes its responsibilities to ensure all students attend school, therefore having access to learning for the maximum number of days.

Our policy applies to all children registered at this school and this policy is made available to all stakeholders.

Children who are persistently absent soon fall behind with their learning and frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

## **POLICY STATEMENT**

Students are expected to attend school on every instructional day in the ADEK approved school calendar. Good attendance at school is essential for student learning. It is the duty of parents/guardians, teachers and all other school staff to ensure that students attend school every day thus, promoting and encouraging highest attendance for all pupils.

## **AIMS AND OBJECTIVES**

This attendance policy ensures that all staff in our school is fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- ✓ Improve students' achievement by ensuring high levels of attendance and punctuality.
- ✓ Achieve higher 98% attendance for all children, apart from those with chronic health issues.
- ✓ Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- ✓ Raise awareness of parents, and students on the importance of uninterrupted attendance and punctuality at every stage of a child's education.

✓ Work in partnership with students, parents and the staff so that all students realise their potential, unhindered by unnecessary absence.

✓ Establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence.

✓ Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

**We maintain and promote good attendance through:**

- Giving 10% weightage to Attendance in our Reporting procedures.
- Raising awareness of attendance and punctuality issues among all staff, parents and students.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

**ABSENCE**

However, we understand that a student may need to be excused from school for few days for various reasons. There are two types of absences

1. Excused Absence
2. Unexcused Absence

**DEFINITION OF EXCUSED AND UNEXCUSED ABSENCES:**

**Excused Absence:**

A student's absence from school will be considered excused only for the following reasons:

- Personal illness when informed to the Form Tutor.
- Scheduled doctor appointment.
- Leave for bereavement - up to 3 days (death in the immediate family)
- Official school or community duty as assigned by a government authority.
- Official summons to a government agency.
- Family travel in order to accompany a first degree family member for treatment abroad.
- Medical leave - for up to 30 days (the period may be extended by application to HAAD).
- Leave for Haj: 10 days

Excused absences must be confirmed by parents/guardians in a signed note or through the e-mail id admissions@ssis.ae and accompanied with appropriate documentation where possible (e.g. medical certificate).

### **Unexcused Absence:**

A student's absence from school for more than half of the school day without the provision of a valid excuse is considered an unexcused absence.

Examples of unexcused absences include, but are not limited to:

- Shopping trips
- Appointments without prior approval
- Social events
- Non-medical family travel

Truancy: Students are considered truant if they are absent from school without their parent/guardians' knowledge or consent. Truancy is considered an unexcused absence. Schools will give written notice to parents/guardians when their child has been truant. Issues of repeated truancy will require the parents/guardians to meet with school officials in accordance with the school's Behaviour Management Plan.

## **ATTENDANCE PROCEDURES:**

Our school will undertake to follow the following procedures to support good attendance and ensure that:

### **School will establish attendance procedures designed to ensure that:**

- All students who are officially enrolled attend school on time each day and attend all classes.
- Accurate daily attendance data for each student is collected before or during the first lesson of the school day.
- Students arrive at school punctually every day and attend morning assembly at 7.40am and attend all classes on time.
- All the parents intimate the absence of their student through the e-mail id admissions@ssis.ae or to their corresponding form tutor's email address. If any of the parents fail to do so, one of
- the staff will check with the parents the reason for absence over the phone and it will be marked.
- Attendance will be updated in esis beta portal before 11AM everyday.
- All issues of students with repeated unexcused absences are directed to the Principal for resolution.
- The Principal to direct the Counsellor or other school-based staff to address the issue with parents/guardians.
- The school Behaviour Management Plan will include procedures for managing unexcused student absences, including part-day unexcused absences from lessons and school events.

## **CONSEQUENCES OF ABSENCES:**

### **MISSING ASSESSMENTS:**

If a student misses an external test or examination due to an unexcused or unauthorised absence, credit will not be given for the missed test or examination and this will impact the final mark/letter accordingly. If an absence is authorised or excused, the student has the right to make up the work and tests that were missed. If an absence is unauthorised the School may discuss with the Parents/Guardians on the appropriate course of action taken based on the circumstances surrounding the absence.

## **MISSING ASSIGNMENTS:**

Students are responsible for completing all assignments missed during absences. Formal interview with Principal and Parents: If a student accumulates 20 unexcused absences during one school year, the student and their parents/guardians must attend an interview with the Principal and School Counsellor. At this time, the consequences of further poor attendance must be made clear to the parents and student. The intervention program must be revised and an agreement regarding attendance for the remainder of the school year must be negotiated and signed.

## **REMOVAL FROM SCHOOL ROLLS:**

If a student accumulates 20 consecutive unexcused absences during one school year without informing the school and continues the extended leave without notice, the school retains the right to remove the student from the rolls after providing sufficient reminders explaining the consequences of prolonged unexcused absence.

## **COMMUNICATION:**

Our school will communicate to families the set of responsibilities that parents/guardians have regarding student attendance.

## **RESPONSIBILITIES**

To ensure the effective implementation of this policy:

### **The Principal will:**

- Notify parents of school attendance policies and procedures.
- Ensure accurate records are kept of daily attendance data for each student, and sending to ADEK on a daily basis.
- Ensure parents are notified if their child has been truant.
- Communicate with parents/guardians to resolve issues of students with repeated unexcused absences.
- Refer students who accumulate 30 or more unexcused absences during the school year to the school's Academic Review Committee for determining the student's promotion status.

The Academic Review Committee will:

Convene at the end of the academic year to determine the promotion status of students who:

- Have accumulated 30 or more unexcused absences.

### **Process**

- The Senior Leadership Team members and form Tutor will gather to discuss the student in question.

All items will be analysed such as the -

- Students performance data both formative and summative
- Teacher reports on that particular student
- Medical reports, if any which may help in making a decision
- A meeting with the parents to discuss reasons for the absences
- A meeting with the student themselves

The Senior Leadership Team will then make a decision based upon the information above as to whether it is in the best interests of the child to retain or promote the child.

### **School-Based Staff, at different levels will:**

- ✓ Send attendance data to ADEK on a daily basis.
- ✓ Communicate with parents/guardians to resolve issues of students with repeated unexcused absences, as directed by the Principal.
- ✓ Excuse students from being late in the morning due to adverse weather conditions.

### **Parents' Responsibilities include, but are not limited to:**

- Making every effort to ensure that their child attends school according to the ADEK school

calendar and school time-table.

- Parent/Guardian shall be responsible for contacting the school to learn all assignments/task given to the student.
- Inform the school of their child's inability to attend school on days of absence.
- Providing a signed note and appropriate documentation when their child returns to school following an absence, indicating the reason for their child's absence.
- Scheduling family vacations to coincide with scheduled school breaks. Parent /Guardian who plan to have their family vacation are required to notify the school 10 days before the anticipated absence, in order to allow the teacher time to prepare the list of assignment that will be missed during the absence.

## **MONITORING ATTENDANCE DURING VIRTUAL LEARNING**

Shining Star International School promotes high level of attendance and recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. SSIS ensures the importance of attendance is key during Distance Learning and in an E Learning environment students need to understand that attendance is still essential. Student attendance during distance learning is defined as active participation in all required classes.

- Attendance during the E-learning period will be marked on school ETH.
- Attendance Recording: Teachers will be tracking daily attendance and mark students' attendance on ETH by 07:40AM

### **Responsibilities of students**

- To take ownership of their learning during the E-learning period and attend class
- every day unless they are ill or have an authorised absence.
- Follow the time table shared and login for lessons on time.


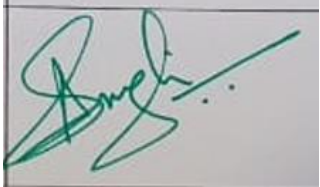
### **Responsibility of Coordinators**



- Monitor that attendance of all classes is being recorded and documented.
- Report to HOS if a student is absent for more than 5 consecutive days.
- Communicate with parents in case of unauthorised absence.
- Keep a record of documents being submitted by parents in regard to absence.

### **Reporting Absences**

All absences must be reported and the reason for the absence provided.

	Name	Signature	Date
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