

Attendance Policy

1) Rationale

The School recognises the impact of regular attendance on students learning outcomes. This policy aims to ensure the best possible student attendance.

2) Aims:

This attendance policy is developed to foster a culture of learning in the School. The school recognizes the clear link between the attendance and attainment of students. The aim of this policy is therefore to encourage the highest possible levels of attendance for students:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve 98% attendance for all students, apart from those with chronic health issues.
- Create an environment in which good attendance and punctuality are recognised as the norm and seen to be valued and appreciated by the school.
- Raise awareness of parents, and students on the importance of uninterrupted attendance.

3) Responsibility of the Parents

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive to school on time.

4) School Responsibility

Emirates Falcon International Private School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

5) Leave of Absence: any requests for leave of absence will be strongly discouraged. Requests for absence will be declined unless the parents/guardians are able to demonstrate exceptional circumstances.

6) Monitoring, Analysis, Action Planning: School will adopt systems for monitoring attendance at individual student level, and will analyze patterns and trends of non-attendance to inform future Action Planning in respect of school attendance matters.

7) Linked Policies:

- Safeguarding/Child Protection Policy
- Anti-Bullying Policy
- Behavior Management Policy

8) Rights and responsibilities

Parents

- Ensure students attend regularly, and punctually
- Contact expected on first day of absence
- Contact each day for continued absence
- Supporting the school in agreed interventions/action plans
- Acknowledge behavior needed out of school e.g. early bedtimes to allow punctual attendance
- Attend school regularly and punctually


All Staff

- To provide a welcoming atmosphere for children
- To provide a safe learning environment
- To provide a sympathetic response to any students' concerns
- To promote regular attendance and punctuality
- To be aware of issues that can contribute to non-attendance
- To be aware of the part all staff can play in ensuring attendance is seen as important for all students
- To see students' attendance as the responsibility of all staff.

9) Systems for dealing with attendance issues:

The school has clearly defined systems for identifying students whose punctuality is a cause for concern and for implementing work with those students:

- The receptionist, the social worker and corridor supervisor sign them in and discusses with them the reason for their lateness meet students arriving late to school.
- If students do not have a valid reason they will receive a detention
- The social worker will discuss the effects of persistent lateness with students and parents as necessary
- Students to meet with the social worker at the beginning of the half term to identify and discuss attendance concerns and set specific targets.
- Letter of concern will be sent out to parents after the social worker has met with students.
- If an absence is authorized, the student has the right to make up the work and tests that were missed.
- If an absence is unauthorized, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence
- Students failing to make progress towards their attendance targets will now receive a warning letter.
- If no improvements are made, Parents will be invited in to discuss further action and Students will lose 5 out of 100 marks in the behavior mark.
- The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year.
- Any tardiness, early leave or absence without a written permission is considered a



violation of school rules and therefore the school administration has the right to take the necessary measures towards the student.

10- Truancy (skipping lessons without reason):

- Students are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization.
- Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Procedures:

- Undertaking written by the student (section supervisor level)
- If repeated, a warning will be given to student by the social worker
- In case the problem continues, a three part meeting (parents, student and the social worker) will be held to set a plan for improvement.
- An undertaking will be written by the parents to hold the plan