



**ATTENDANCE AND PUNCTUALITY POLICY  
2023-2024**

## 1. Management and Responsibilities:

Responsibility for implementing the school's Attendance and Punctuality Policy falls to HR and Principal, who line-manage both academic and administration staff.

## 2. Attendance:

Regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the future of the student. Therefore, all parents should ensure that their child is at school every day of the school year except for illness or other unavoidable reasons. ADEK guideline for attendance are as follow: 98% excellent, 96% satisfactory and less than 92% unsatisfactory.

This policy is to encourage regular school attendance. This policy also recognises that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administration. Absenteeism is not encouraged however; exceptions are made in the following cases:

- Illness (If absent for more than 2 days, the student must provide a doctor's note)
- Family emergency
- Death in the family

The school expectation from students are as follows:

- Attend school regularly and attend all lessons, school expects the students at least 96 percent of school days and at least 95 percent of their classes.
  - Arrive on time to school and to all lessons
  - Be properly prepared and equipped for the day's learning
  - Be fully involved in all lessons
  - Follow correct procedures for attendance and punctuality
-

### 2.1 School Absences and Early Leaving:

1. A written explanation needs to be given by a parent or guardian to the homeroom teacher or the Principal whenever a student has been absent. If a child is likely to be absent from school for a prolonged period, parents are expected to contact the Homeroom teacher, Parent Liaison Officer or Principal.
2. Students wishing to leave early must present an Early Leaving Form, signed by a parent or guardian, with the student's name, reason for absence and time to leave the building. Reception will update this information on Paradigm.
3. Reporting student absences to parents: In case of uninformed student absence, the parents receive a phone call from our Parent Liaison Officer. A record of calls made to parents are maintained by Reception.

### 2.2 Late Arrival procedures:

- School gate opens from 07:00 AM to 08:00 AM
- Attendance registration 07:30 AM to 07:40 AM

Attendance data will be collected by student register and maintained by the school, through the use of Paradigm to be procured. Responsibility for monitoring and response is held first by the teachers, reporting any significant issues up to the Parent Liaison Officer/Social Worker. In cases of chronic and persistent absenteeism, the school will include ADEK in discussing its options and will seek to win the parents' cooperation in addressing the problem. If the parents are ultimately unwilling or unable to resolve the problem, with the school's support, ADEK will be consulted about ending the student's enrolment at the school. This will be a measure of last resort.

<b>Review Date:</b>	24 November 2023
<b>Next Review Date:</b>	September 2024
<b>Principal's Approval:</b>	
<b>Board Of Governors:</b>	