

مدرسة الوحدة العربية

**ARAB UNITY SCHOOL**



## **ATTENDANCE POLICY**



UNIVERSITY of CAMBRIDGE  
International Examinations

CAMBRIDGE INTERNATIONAL FELLOWSHIP CENTRE

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advancing learning, changing lives

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# مدرسة الوحدة العربية ARAB UNITY SCHOOL

## VISION STATEMENT

Arab Unity School aims to provide a stimulating learning environment that challenges our students into discovering their potential and molds them into respectful, reliable and purposeful leaders of the global community.

## MISSION STATEMENT

To provide an affordable education with a strong foundation of knowledge, technology, and life skills, enabling our students to evolve into socially conscious and responsible individuals.

## CORE VALUES

<b>Character Building</b>  Morally Accountable Diligent and Trustworthy	<b>Progressive Thinking</b>  Technological Competence Collaborative Thinking
<b>Global Commitment</b>  Environmentally Conscious Persevering and Tolerant	<b>Leadership Skills</b>  Inspiring and Motivating Decisive and Consistent

### **A GLIMPSE OF ARAB UNITY SCHOOL HISTORY**

The Arab Unity School was established in 1974 by Mrs. Zainab A Taher, a qualified and veteran educationist, active in the field of education since 1963. The school follows the Early Years Foundation Stage, English National Curriculum from Year 1 to Year 6 in Primary and in Year 7 to Year 9 in Secondary. This prepares students for the Cambridge IGCSE Exams in Year 10-11 followed by the AS/A2/A Levels from the Cambridge International Examinations (CIE) and Edexcel UK. The AUS became an approved Centre in 1990 to conduct all Cambridge International Examinations (CIE) exams and was awarded Fellowship Centre status in 2002. AUS is also a centre for SAT and TOEFL examinations. At present, the school caters for approximately 3400 students drawn from the expatriate and local population.

### **MESSAGE FROM THE FOUNDER DIRECTOR**

Education is the most pristine of life's disciplines and it determines the sustenance and evolution of humanity and civilization. Arab Unity School's incredible and enviable progress is the result of an insatiable desire for perfection and unending, Odyssean quest for new challenges in the academic arena. The school has also been receiving accolades and recognition from the CIE for the commendable service rendered in the field of education. Education, in AUS, does not restrict students within the parameters of academic goals but motivates them to excel in every walk of life, inspiring and challenging them, every step of the way. To paraphrase Kipling, we hope to foster generations that can walk with kings without losing the common touch.

We, at Arab Unity School, focus on the intellectual, moral and spiritual development of our pupils and are ambitious for continued success.

This handbook covers the policies and procedures at Arab Unity School and will serve as guidelines for all staff employed here.

Mrs Zainab A Taher

Founder Director

## **ATTENDANCE AND PUNCTUALITY POLICY**

### **Rationale**

In partnership with parents, we aim to have a successful school. For our children to gain the greatest educational benefit, it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

### **The Importance of Regular Attendance**

**Learning:** Any absence affects a student's education and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your responsibility and permitting absence from school without a good reason creates negative consequences regarding your child's achievement and a negative school image.

**Safeguarding:** Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying (including Cyberbullying)

Failing to attend school on a regular basis will be considered as a safeguarding matter.

Parents are referred to the KHDA requirements as per the Parent Contract that **attendance for all students is mandatory on ALL days the school is declared open.**

**As per the Parent Contract agreed with KHDA, minimum required for:**

- VERY WEAK level attendance is less than 90%
- WEAK level attendance is 90-91%
- ACCEPTABLE level attendance is 92-93%
- GOOD level of attendance is 94-95%
- VERY GOOD level of attendance is 96-97%
- OUTSTANDING level of attendance is 98% and above

### **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students, and all members of school staff.

To help us all to focus on this we will:

- Report to you as part of your child's school report, their attendance rate and how this relates to their attainment where applicable.
- Discuss your child's attendance and punctuality with you at parent consultations where required.
- Contact you throughout the school year should we have a concern regarding your child's attendance.

### **Types of Absence**

**Every day a child is not at school is recorded and counted as an absence.** Absence is then classified by the school (**not by parents**), as either AUTHORISED or UNAUTHORISED as per UAE/KHDA requirements. This is why information about the cause of any absence is always required, normally in writing.

AUTHORISED ABSENCE includes genuine illness, confirmed by written notification from parents, deemed acceptable to school. Medical certification may be required to support validation.

Whilst any pupil may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents, and the child. If your child is reluctant to attend, please contact the school to resolve the problem as quickly as possible.

In accordance with UAE law, a pupil 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 does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

Absence penalties and actions as per the KHDA regulations within the Parent Contract also apply and may be used to apply penalties for persistent absence.

### **Absence Procedures – Reporting Absence to School**

**Authorised absence will very rarely be granted for anything other than emergencies/medical. Holidays during term time are always unauthorised.**

Offence	Frequency	Implications
	The first five (5) incidents of tardiness in a short period of time such as a month or	Written warning to student and notify parents. Tardiness will be noted in the students progress report.

Medical absence of child:

- A written note from the parents is required as an attachment with an official email to the relevant teacher and Year Leader or Deputy preferably before or upon the return to school if the absence is for 1, 2 or 3 days.
- If the medical absence is for longer than 3 days, a medical certificate must also be attached to the official email to the relevant teacher and Year Leader or Deputy preferably before or upon the return to school if the absence is for 1, 2 or 3 days.

Any other absence:

- Any request for leave must be submitted to the relevant Year Leader/Deputy (Cc the relevant Head of School) in advance for approval. Depending on the reason for the request, we may ask for supporting evidence we think is appropriate. In all events, the decision of the principal is final.
- Leave for a family bereavement will normally be granted as AUTHORISED; however, this is up to a maximum of **3 days only**.

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Attendance rates are reported to KHDA and recorded on End of Year Reports. Equally, parents have a duty to make sure that their children attend school. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

<b>Tardiness</b> – this refers to <b>being late in coming to school</b> at the start of the school day <b>and to instances of being late to lessons</b> within the school day	Up to an additional three (3) instances of tardiness in a Short period of time, such as a month	Parents and student to be called to a meeting with the relevant Head of Section or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in students' progress report.
	Any additional incidents to the Above	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"> <li>☐ Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.</li> <li>☐ A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>
Offence	Frequency	Implications
<b>Absenteeism</b> – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four (4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and notify parents. Absent days will be noted in the students' progress report.
	Up to an additional three (3) instances of absenteeism In a short period of time	Parents and student to be called to a meeting with the Head of Section or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"> <li>☐ Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.</li> <li>☐ A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li> </ul>