

مدرسة الوحدة العربية

ARAB UNITY SCHOOL



ATTENDANCE POLICY

AY 2024-2025



Policy No.	AUS School Policy_Academics_02
Date reviewed	June 2024
Next update	June 2025
Reviewed by	Ms. Susan Rubin Varghese
Approved by	Mr. Nigel McQuoid

VISION STATEMENT

Our vision is that Arab Unity School aims to provide a stimulating, inclusive learning environment that challenges our students to discover their potential and develop into respectful, reliable, resilient and purposeful leaders of the global community.

MISSION STATEMENT

Our mission is to provide an affordable education with a solid foundation of knowledge, technology and life skills enabling our students to be socially conscious and responsible individuals.

CORE VALUES

Character Building

Morally accountable
Diligent
Trustworthy
Self-regulator
Caring

Progressive Thinking

Technologically competent
Collaborative
Adaptable
Enquiring
Creative

Global Commitment

Environmentally conscious
Persevering
Tolerant
Effective Participant

Leadership Skills

Inspiring
Motivating
Decisive
Consistent
Team player
Reflective Learner

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 certificated 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.

Medical absence of child:

- A written note from the parents is required in the child's diary upon 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 in the child's diary.

Any other absence:

- Any request for leave must be submitted to the 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

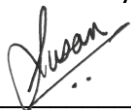
The school has a legal duty to publish its absence figures to parents and to promote attendance. Attendance rates are reported to KHDA and recorded on End of Year Reports. Equally, parents have a duty to make sure that their children attend school. All school staff are committed to working with parents 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.

Offence	Frequency	Implications
Tardiness – this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five (5) incidents of tardiness in a short period of time such month or an academic term.	Written warning to student and notify parents. Tardiness will be noted in the students' progress report.
	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 principal 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"> ▪ Detention during school break or after school hours. ▪ Temporary suspension for up to three days where the student will receive a "zero" on any test administered during suspension days. ▪ A written notice announcing refusal to re-enroll the student in the school for the following academic year.

Offence	Frequency	Implications
Absenteeism – 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 perio 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 principal 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"> ▪ Temporary suspension for up to three days where the student will receive a "zero" on any test administered during suspension days. ▪ A written notice announcing refusal to re-enroll the student in the school for the following academic year

Reviewed by:

Date: 01-06-2024



Ms. Susan Rubin Varghese
Deputy Principal

Approved by:

Date: 01-06-2024



Mr. Nigel McQuoid
Principal