



**AMITY**  
INTERNATIONAL SCHOOL  

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ABU DHABI

# **Attendance Policy**

**Final Version**

## **INTRODUCTION**

Amity International School believes that good attendance is vital to pupil's ability to learn. Having a good education helps give students the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as students find it difficult to catch up with missed work.

However, there will be absence times that demand sensitivity and we acknowledge that adaptations need to be made. In some cases pupil's lateness and absence may be being condoned at home or be out of the pupil's control. In these cases it is essential that the child is not made to feel guilty or inadequate.

School staff should set an example and ensure that they arrive at lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances whilst encouraging and expecting students to arrive punctually and ready for work. Good personal organisation and time-keeping are part of our ethos.

## **AIMS**

- To encourage prompt arrival at school
- To encourage regular attendance
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties
- To respect and appreciate that variation in lifestyle may place different demands upon students and their families

## **RESPONSIBILITIES**

All members of school staff have a responsibility for identifying trends in attendance and punctuality.

### **Teachers**

Teachers are responsible for:

- Completing the register every morning by 8.10am
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents
- Informing the PRE where there are concerns
- PRE monitoring follow-up once actions have been taken to correct attendance concerns
- Organising an individual student monitoring and reward system for target students
- Emphasising with students the importance of good attendance and promptness
- Discussing attendance issues at parent/teacher consultations when necessary
- Setting an example by arriving promptly to lessons

## **School Administration**

The Administration Team is responsible for:

- Promptly checking the completion of registers on a daily basis
- Running a daily attendance report and ensuring this is accessible in the event of an emergency evacuation
- Ensuring that unexplained absences are followed up with a phone call on the first day of an absence by Receptionist or PRE
- Ensuring that Late Slips are completed and the lateness is entered on the data system or in the school Register
- Following up specific requests from staff for information regarding attendance including running reports and statistics
- Monitoring individual attendance on a weekly basis where concerns have been raised
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents and reporting concerns to PRE

## **PRE**

The PRE is responsible for:

- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Overall monitoring of school attendance
- Overall preparation and implementation of the attendance policy
- Processing holiday requests by parents.
- Preparation of 100% attendance certificates at the end of each term.

**In order to encourage regular attendance the school operates the following rewards:**

- Individual students with 100% attendance in any term receive an Attendance Certificate.

**Parents have a responsibility and a duty to ensure their child attends school.**

The Parent is responsible for:

- Informing the school by 8.30am that their child is absent, on the first day of the absence
- Providing the school with a written reason for absences longer than 1 day
- Making sure students attend school every day possible and arrive on time.
- Sending students to school even if they feel a little unwell, e.g. headache or sore throat. The school nurse will always contact parents if the situation deteriorates.
- Helping students to understand the importance of going to school and showing disapproval of missing school
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, then parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.
- Asking permission well in advance if a request is being made to miss school for a special occasion such as a family wedding.

- Planning to take family holidays in **school holiday time**. If this is impossible, then a holiday request, in writing, must be made at least 2 weeks prior to the holiday date. It is a senior member of staff's decision as to whether the request will be granted. Previous attendance patterns will be taken into account. Additional holidays will only be authorised if attendance is considered good up until that point.

**Parents should be aware that absence can only be accepted for the following reasons:**

- Sickness which should be proved by a medical certificate if after 2 days in length.
- Holiday or other family leave with a **maximum of ten days** during one academic year.
- Close family bereavement up to a **maximum of five days**.
- Official meeting / business out of school which must be proven by a letter from the official body or outside educational agency.

**Parents should be aware that it is unacceptable to take students out of school for the following reasons:**

- It is their birthday
- To buy new shoes / clothing
- To visit a relative
- To entertain visiting relatives and friends
- Other non-essential reasons

**The following action will be taken by the school for non-attendance:**

- If no explanation is provided by 8.30am, then a phone call will be made to ascertain the reason for the absence
- Students whose attendance falls below 92% in a given term with no justifiable reason, will receive a letter from the PRE
- If attendance does not improve, then a meeting will be arranged with the PRE or Principal and family in question
- Students with frequent "odd days" off from school will have their attendance patterns carefully monitored
- Students who are absent from school for a prolonged period without good reason (more than one week) will have their situation investigated by the PRE
- Parents who fail to co-operate with the school to ensure good attendance may have the school place withdrawn or may result in students not being entered for exams or not promoted to the next year group

**Punctuality**

Lateness disadvantages students as they miss the initial teaching and instructions for the day. This can cause stress and embarrassment for a student as they must walk into a class when the school day has started.

Parents are asked to ensure students are at school in plenty of time for the start of the school day. We allow children entry onto the school premises 15 minutes before school starts.

If students arrive after the starting time, they must report to the Reception area where the arrival time and the reason for the lateness must be recorded by the school Receptionists and an "I am late" card is issued before the student goes to class.

## Monitoring and Review

This policy is monitored on a yearly basis by the Principal and SLT.

### Change History Record

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Version No.	Description of Change	Owner	Date of Issue
<b>1.0</b>	Adoption of Policy	<b>Principal / SLT</b>	<b>Aug 2015</b>
<b>2.0</b>	Revision of Policy	<b>Principal / PRE</b>	<b>Oct 2015</b>
<b>3.0</b>	Revision of Policy	<b>Principal</b>	<b>May 2016</b>