

Title: Attendance Policy	Issue Date: 1/8/2019
School: Al Ain Juniors School	Revision Date: 1/7/2020
Reference No.: AJB-GCD-06	Version No.: 5

ATTENDANCE POLICY

Regular attendance at school is essential if students are to maximize their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitors part or whole day absences.

Parents are responsible for:

- Ensuring that their children attend school regularly.
- Explaining the absences of their children from school promptly and within two days to the school.
- Taking measures to resolve attendance issues involving their children.

School staff is responsible for:

- Supporting the regular attendance of students
- Providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community
- Recognizing and rewarding excellent and improved student attendance
- Maintaining accurate records of student attendance
- Implementing programs and practices to address attendance issues when they arise
- Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

Principals will grant:

Sick leave to students whose absences are satisfactorily explained as being due to illness. An exemption from school attendance for periods totaling up to 15 days in a 10 month period for any one student.

Leave Application & Approval Procedures

- The parent informs the school office or the coordinator about their wards absence for a day or two due to ill health, on the day of student's absence. It is followed by marking in the 'Leave Record' page of the student's diary by the parent with a signature, which will be duly acknowledged by the class teacher.
- For more than 3 days a written application by the parent has to be submitted to the coordinator for approval. If the reason is valid it will be approved.
- For a period more than 14 days, the leave application has to be submitted by the parent to the school principal in advance before the student absents him/herself. All well explained absences within a period of 15 days will be granted by the school principal.
- Any leave applied for more than 15 days, the parent will be directed to the Ministry of education by the principal, for the approval.
- A student having **less than 75% attendance** of the total number of school days will not be promoted to the next grade level.
- All leave applications which ask for approval of absences for more than 15 days, will not be approved at the school level.

Make – up Work

When absent, the student must arrange with his/her teacher(s) on the day the student returns to make up work missed. All missed work should be made up within two days after returning to school unless your absence has been unusually long or there are other unusual circumstances. Make up work shall not be given for unexcused absences.

POLICY ON REGULARITY AND PROMPTNESS

Truancy from school or “skipping” classes cannot be tolerated. This not only can hinder achievement, but also can lead to habits of irresponsibility. Those students who wish to attend AJ School must expect to attend daily and be on time to school and classes. Appropriate steps will be taken to encourage punctuality. Consequences for tardiness will result into principal - parent conferences and further consequences as per the school and MOE policies (**Refer to Level 1 violations**).

Tardiness to Classes after the Recess Break or after a Free Period

If a student does not return to the class in time after a break, the teacher in class will mark the time of return, inform the respective Vice Principal who shall record the incident. Such delays will lead to a conference between the Principal and the parent. (**Refer to Level 1 violations**).