POLICY TITLE:	Attendance Policy
DEPARTMENT:	Academics

Policy Contact: Counsellor	Issue Date: June 2024
School: Al Ain Juniors School	Next Revision Date: June 2025
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Policy Statement

- Al Ain Juniors School seeks to ensure that all its students receive full-time and appropriate education which will enable them to achieve their potential. AJS will provide a welcoming and safe environment, where all members of the school community can be socially included and be active members of the school. All AJS staff will work with students and their families to ensure each student attend school regularly, punctually and succeeds.
- AJS will establish a range of effective strategies to acknowledge the efforts of students to improve their attendance and punctuality and to support and challenge those students who resent ongoing concerns.
- To meet these objectives AJS will establish an effective and efficient system of communication with students, parents, care takers and appropriate agencies to provide support and advice.

Policy Aim

To encourage and support students to attend school regularly and punctually.

Principles

- At the heart of the Attendance Policy is AJS' determination and dedication to provide a high standard of education for all its students, so that student attainment and development is fulfilled and we ensure 'Success for All'.
- An electronic registration system is used to generate live data which enables staff to take speedy and appropriate action.
- The pastoral support system has an important role to play in improving attendance, punctuality, and attainment. All staff work together to provide a stimulating environment where students are given every opportunity to reach their potential.
- The teaching staff, HODs, Subject Coordinators, School Counsellor, Vice Principa and Student Affairs Coordinator all have key roles in promoting good attendance and punctuality at school and to lessons.
- We ensure that parents/care takers are regularly informed about attendance and punctuality if there is cause for concern and to praise.
- To encourage improving attendance and to maintain high standards we set attendance targets for all students. All students are eligible for rewards for both high and improving attendance. Improving attendance is closely linked with the AJS' drive to improve attainment so all students can maximize their potential.

Rights and Responsibility

The AJS will ensure:

- That students are registered accurately and efficiently.
- That parents are contacted when reasons for absence are unknown or unauthorized. That student attendance and punctuality s monitored regularly.
- That school attendance, absence and unauthorized absence statistics are maintained and reported to all students, staff, parents and the ADEK.
- That students are encouraged to attend school regularly.

Parents/Guardians:

- Making every effort to ensure that their child attends school every day and arrives on time.(7:25 a.m.)
- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.
- Informing a member of staff (usually Class Teacher) of any reason or problem that may hinder their child from attending school.
- Working with the school to resolve issues where possible and ensure good attendance and punctuality.
- Contacting school, and apply for the leave only through Zenda app.
- Informing the school immediately in the event of the student contracting an illness or suffering an injury which would make o an absence of 3 days or more likely, and o subsequently keep the school informed of the student's progress.

Students:

- Are expected to attend school regularly and attend all lessons, punctually and to inform school staff if there is a problem that may lead to absence.
- Arrive on time at school and to all lessons.
- Be fully involved in all lessons. No classes should be missed
- Be responsible for carrying out any work provided by the school during an authorized absence period.
- Sign in at Front Office and Student Services if they arrive after 7:45 a.m. Students are then marked in/out by the class teacher.
- Attend the daily detentions if they are late for school.

Class Teachers / Teachers are responsible for:

- Setting an example by having good attendance and arriving on time to registration – Teachers should be in the classroom by 7.25 a.m.
- Marking the daily attendance register accurately at the start of the day.
- Marking the room attendance for all lessons taught.
- Alerting the Head of each system (VP) if a student was present in the morning but absent for a lesson later in the day for further action.
- Emphasizing the importance of good attendance and punctuality.
- Ensuring absence notes/emails are received and record reasons of absence accurately.
- Contacting home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- Alerting the School administration if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Keeping a record of all interventions.
- Celebrating attendance and punctuality appropriately for the year group e.g. display certificates, appreciation mails/letters, etc.
- Setting an example by arriving promptly to all lessons.
- Referring to attendance and lateness when writing report using the following language

Outstanding	> 98%
Very Good	> 96%
Good	> 94%
Acceptable	> 92%
Weak	< 92%
Very Weak	< 90%

ADEK (Department of Knowledge and Education) Guidelines for Attendance are as follows:

- 98% and above outstanding, 96% very good, 94% good, 92% acceptable and less than 92% weak and very weak. The school cannot authorize long absences. Absences of more than 48 hours without the support of a
- Sick note will be worked as unauthorized absence. If a student needs to miss school for any other reason other than illness, then this should be requested in writing (Leave Application Form) and approved in advance by theVice-Principals. The school reserves the right to strike off any student missing school for more than21 days according to ADEK guidelines.

Counselors are responsible for:

- Promoting, monitoring and supervising good attendance and punctuality within the school to ensure targets are met.

- Collating an attendance and punctuality data sheet every month and give it to Class Teachers/Form Tutors to discuss with their classes.
- Using a monthly attendance display to raise awareness for 100% attendance.
- Ensuring all teachers are familiar with and follow the Attendance and Punctuality Policy.
- Using monthly data analysis to identify individuals and groups.

Counselors will:

- Identify and challenge any unauthorized absence and persistent lateness
- Immediately investigate any lesson absence during the day and contact parents if necessary
- Identify patterns of frequent short absences, for example every Friday
- Analyze the data monthly into the following categories for Attendance and Punctuality

Attendance	
96% – 100%	GREEN
92% - 95%	ORANGE
Below 92%	RED
RED – Counselor will decide on the best intervention method according to the individual circumstances of each student	

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ATTENDANCE PROCEDURES

Electronic Registration

- Every member of staff i.e. Class teacher at AJS has login access to the NXQ attendance module. This is used for morning registration.
- Morning registration is from 7:30 am, until 7:45 a.m.
- The register is taken immediately the class is settled and if a student arrives after this, they will be marked late. The code L is used for lateness to lessons and during registration and the number of minutes late is recorded.
- Any entry or changes in NXQ after 8 am must be immediately reported by the class teacher to the counsellors.
- Counsellors must report the same to the Student Affairs team immediately.

Study leave

- Following the conclusion of the mock exam and the pre-board exams, students are granted a 10- day study leave to undertake individual preparations for the upcoming board examinations from their respective homes.
- During this designated period, despite the absence of physical presence within the school premises, students are accorded full attendance status. This implies that, regardless of their importance of their dedicated efforts and focused preparation for the upcoming board examinations.

Absence

- School uses eSis to report 'Truancy '. This is an electronic system that will send text messages to parents on the day of absence
- When students are absent, the parents should notify it through Zenda app.
- If a student returns without a letter explaining the absence, a letter will be sent home on
- the same day. In addition, when a student has been absent for three successive days
- without an explanation, the class teacher should ask the student affairs team to contact home.
- Should the student's attendance continue to be a concern (long absentee) then the matter will be pursued by Student Affairs Team and proper action is to be initiated.

Records

- All attendance records are held on NXQ and ADEK portal and updated on a daily basis. Weekly summaries of attendance, absence, and unauthorized absence to be published by class teachers. The punctuality and unexplained absences records are available on NXQ mobile app.

Truancy Checks

- Throughout the day the respective subject teachers/school counselor/floor supervisor checks for post registration truancy. Parents of students truanting during the day are contacted by telephone or in writing so that immediate action may be taken. If there is no satisfactory reason for the truancy then the student will be referred to the school counselor to recommend follow up action and support.

Rewards for Improved and 100% Attendance

The Class teacher and the School Counselor are responsible for monitoring and rewarding improved and 100% attendance. This is done in the following ways:

- 100% attendance certificates
- Improved attendance certificates
- Weekly Certificate for the 'Class of the Week' for best attendance

PUNCTUALITY

- Lateness to school and to lessons must be acted upon immediately and parents made fully aware of the school's expectations regarding punctuality shared responsibility of the HODs, Class teacher, and Student affairs coordinator.
- Students who arrive for school after 8.00am must report to Welfare and Student Services and sign in with the Attendance Officer.
- Punctuality is recorded on the NXQ database system and daily records of late students will be sent to Vice Principal for action.

Rewards

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 month Up to an additional three (3) instances of tardiness in a month	Students late for first / second time, Home room teachers/Class Teachers give a verbal warning and record it in the school planner (Remarks on NXQ). Students late for third time Home room teachers / Class Teachers send an email and inform the parent and inform the Counselor. Students late for fourth time, Home room teachers /Class Teachers bring to the notice of the respective Counselor and assign Community hours at the school. Students late for more than five times, Counselor/VP will call the parent for a meeting, recorded. • A formal letter will be issued. Detention during school break or after school hours. Students late for more than eight times within a month would be escalated to the VP • Warning Letter for persistent lateness will be issued and parents informed of the recurrence and Temporary suspension for two /three days where the student will receive a “zero” on any test administered during suspension days. Student late for more than 10 times in a month the matter escalated to the respective Heads(VPs)-

		• Parent called for the final meeting. • A written notice-announcing refusal to re-enroll the student in the school for the following academic year.
	Any additional incidents to the above	At the discretion of the school, the decision might include no enrolment for the next academic year.
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	Up to an additional three(3) instances of absenteeism in a month	For five to eight days the teacher to report to Head of House. Parent to be called for a meeting and Warning letters to be issued and temporary suspension for up to two/ three days where the student will receive a "zero" on any test administered during suspension days. More than eight days the matter raised to the Head of Pastoral. Parent meeting to be scheduled. A written notice-announcing refusal to re-enroll the student in the school for the following academic year. More than ten days the matter is raised to the Vice Principal • No reenrollment for the next academic year will be informed to the parents

These decisions are endorsed by ADEK and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

SUMMARY

AJS has a legal duty to publish its attendance figures to parents and to promote attendance. Equally, the parents have a duty to ensure that their children attend school. All staff at AJS are committed to working with parents to ensure that each child maintains the highest possible level of attendance, achievement and well-being

Attendance and Punctuality Policy Agreement:

Student name_____ Class_____Section _____

As a student at AL AIN JUNIORS SCHOOL, I acknowledge that I have read and agree with the Attendance and Punctuality Policy.

Student Signature_____ Date _____

I acknowledge that my son/daughter and I have read through and agree with the Attendance and Punctuality Policy and will instruct my child regarding the importance of following all the guidelines included in this policy.

Parent Signature_____ Date_____