DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction:

We aim for an environment which enables and encourages all the students to reach out for excellence. For our children, to gain the greatest benefit from their education, it is vital that they attend school regularly. Your child should be in school, on time, every day unless the reason for the absence is unavoidable.

The school has targets to improve attendance and each student has an important part to play in meeting these targets. Our target is to achieve 98% attendance which is rated as outstanding by the KHDA. Good attendance is the key to successful schooling and high attainment.

Students are required to swipe their RFID cards in the morning on the machines available at both the gates (# 2 & # 5) to register their online attendance.

Students leaving the school premises before the scheduled end of day have to swipe their cards at gate # 2

Regular Attendance is important

Learning:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. The student is responsible to catch up on the work missed in class, due to his / her absence.

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 the procedures listed below will be followed:

- Teachers report to parents during open days (Sep/Oct, Jan, March & June) on how the child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment.
- Regular communication will be sent out to parents of students whose attendance is a concern.

- Reward regular attendance with certificates at the end of the year

Relevant Definitions

Excused Absences:

Excused absences of one day for a legitimate reason like illness or family emergencies, if communicated by a parent.

Please note that for absence due to medical reason, a doctor's note is required.

Unexcused absence is when there has been no communication from a parent about an absence or if the absence is for two or more days and a doctor's note has not been received. The key stage leaders will follow up on the absence.

Persistent Absenteeism:

A student becomes a 'persistent absentee' when his / her attendance record is a cause for concern.

A "persistent absentee" suffers considerable damage to his / her educational prospects and we need parents' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

1) Warning letter issued by the school after recognition of on-going absence problems.

2) Meeting with parents set up to establish circumstances.

If your child is absent you must:

• Contact the school on the first day of absence.

Contact Person details:

Primary School – Rasha : 3376661, Extn: 200 or Secondary School - Coral: Extn:231

- Inform us if the absence is likely to be more than 1 day and obtain a doctor's note for the absence to be recorded as "Medical".
- Keep us informed on any subsequent days of absence.

Absence Procedures by the School:

A phone call is made by the school to check on absentees or absence without information.

Invite parents to discuss the situation with the Key Stage leaders if absence persist.

Contingency Absence:

DGPS strongly disapproves of students being removed from school in session.

Up to five days per school year may be taken as contingency absence for family emergencies at the discretion of the school.

Absence beyond this period will be recorded as unexcused absence.

Contingency leave will not be agreed by the school:

- At the beginning of the academic year, as your child needs to settle into his / her new environment as quickly as possible.
- Immediately before and during assessment periods, school examinations,IGCSE/A Level examinations.
- When a student's attendance record already includes a high level of unexplained absence.

Unexcused absence shall be recorded on the student report card.

Punctuality Procedures:

DPGS requires students to be in school for morning assembly at 7:40 am followed by the room registration period. However, if late, the student must report to the School Receptionist/Sr. School Secretary to obtain a late pass and be marked 'Late' before entering normal classes. Frequent and/or unexplained lateness will result in sanctions being applied to the student which is outlined below:

1. In the secondary school, if a student is late 3 times in a two week period a detention will ensue after the third late. Parents will be informed of the detention and the date.
2. In the primary school, parents will be notified of the late attendance through the homework diary.

Absence due to Medical reasons

Students suffering from contagious or infectious diseases must refrain from attending school until completion of the quarantine period. They will be permitted to attend school only on providing a Medical Certificate of Fitness from a certified doctor. The school doctor has to approve the certificate.

Chicken Pox/Mumps - Students may return to school after 10 to 14 days with a medical certificate approving of his / her good health.

Other Absences

- Umrah
- Hajj
- Death in the family.

All the above to be supported with valid documents.

School Procedure for dealing with Pupil Absence

Our procedure for ensuring all children are safe and attend school is as follows:

- If a pupil is absent without explanation, the school administration will contact the parents as soon as possible, preferably by 9.00am.
- The school administration will excuse pupils for being late in the morning during days with adverse weather conditions /unexpected or unforeseen developments.
- If an explanation for absence is not satisfactory, or if the absence continues, KSL/SLT will invite the parents to school to discuss any difficulties that are preventing the pupil from attending.
- The school authority will immediately inform the pupil's parents/guardians of incidents of truancy and will hold discussions with them and the pupil. Future attendance will be closely monitored.
- If a child is repeatedly late, the Key Stage leaders will contact the parents.

Pupil responsibility post absence

Pupils are responsible for completing all assignments missed during their absence. Pupils and/or parents are encouraged to contact and or liaise with the teacher(s) of classes they have missed in order to learn the exact details of assignments and tasks given in the pupil's absence.

These assignments must be completed by the pupil and returned to the relevant teachers either before or shortly after returning from the absence.

Late Arrivals

Morning Registration:

- All children who arrive after 7:50 am are considered 'late'.
- On line updates will be done by the system till 8:30 am.
- Any student arriving after 8:30 am will be marked 'Late' by the form teacher.
- Late arrivals in the Primary and Senior Schools are managed by the SLT and KSL across the school.
- Persistent late arrivals are followed up by the SLT.

Justified Absences

These include the following

- Illness which, if more than three days, should be proved by a medical certificate.
- Medical or dental appointments.
- Death of a relative: for three days only.
- Taking part in an approved public performance or sports event.
- Study leave.
- On a field trip or educational visit

Planned Early Exits

- If parents have reason to take their child/children from school early (before the end of the school day), they must inform the Form teacher in advance giving a reason and the full name and form group of the child. The teacher will inform KSL. KSL will acknowledge the email/letter and reply with confirmation. They will inform the receptionist who can issue an 'Early leave note'.

- There must be one 'Early leave note' per child and not per family. The receptionist must amend all the paper registers to reflect the children who have left the school. Every Primary student is accompanied by an adult when leaving early.
- The child must present the 'Early leave note' to security and also swipe the RFID card (to register the early exit) in order to leave the premises; it must have been signed and stamped by the receptionist/secondary secretary

Emergency / Sickness Early Exits

- When a child must leave school early for unexpected reasons such as sickness an 'Early leave sickness note' must be signed by the nurse and KSL and presented at the reception for signing. Security should not let any child leave unless the KSL has signed and stamped the 'Early leave sickness note'. The child has to swipe the RFID card (to register early exit)

Arranged Absences

- If a student needs to leave early, parents need to fill in the early leave form and hand it over to the receptionist/secondary school office. Once approved or disapproved this will be forwarded to the class teacher or tutor and the registers completed accordingly.

Assessment and Record Keeping

- Attendance Registers must be accurate and UNDATED on a daily basis.
- 'Early Leave' slips must be kept by Security and handed over to the administration at the end of the day.

   All staff are expected to act in accordance with this policy.
   KHDA expects Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school to attend regularly.
- All pupils to be punctual to their lessons

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and again during the day. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Reviewed : September 2020