



Attendance and Leave Policy

Reference number	APS – Attendance and Leave Policy / 2021/10/13
Version	Version 02
Review Schedule	Annual
Target audience	Students, Parent and Academic Staff of Amity Private School, Sharjah
Reviewed by	SLT
Reviewed date	07/04/2022
Ratified by	Principal
Ratified date	14/04/2022
Next Review Date	13/04/2023

Contents

Attendance and Leave Policy	3
1. Introduction	3
2. Expectations.....	3
3. Attendance.....	4
4. Leave	4
5. Absence.....	4
6. Intervention procedures can be	5
7. Rewards.....	5

Attendance and Leave Policy

1. Introduction

Attendance and punctuality at school is essential for successful attainment. Adopting and maintaining a strict school attendance policy is a necessity for every school.

Absences can quickly add up. A student who misses an average of twelve days a year from kindergarten through twelfth grade will miss 168 days of school which nearly translate to an entire year and mounts up to a significant impact on learning.

2. Expectations

2.1 We expect that Parents/Guardians will

- Place a high priority on attendance and achievement
- Not allow their child to have time off from school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time. Parents are requested not to plan any vacations or make any travel plans during the working days of the school.
- Inform the class teacher/Head of Section/Parent Relation Executive (PRE), of any reason or problem that may hinder their child from attending school.
- Contact school, either by email to the class teacher/Head of Section/PRE or by telephoning reception on the first morning of absence, preferably before 0800 a.m.. whenever their child is unable to attend school
- Work with the school to resolve issues where possible and ensure good attendance and punctuality.
- Ensure their child is punctual to school
- In the event of the student contracting an illness, suffering an injury or having COVID like symptoms / tests positive parents should inform the school immediately, and subsequently keep the school informed on progress.

2.2 We expect that all our students will

- Attend school regularly
- Be properly prepared and equipped for the school day

2.3 We expect the Teachers will

- Set an example by having good attendance and arriving on time to registration – Teachers should be in the class room by 0745 a.m.
- Take the register by 0800 a.m. accurately
- Mark attendance as present for a student after the student is seen in the class
- Explain the need for and promote habits of regular attendance and punctuality with the students.
- Ensure absence email are received and record reasons of absence accurately.
- Contact home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- Alert the Head of Section if a student has been absent for 2 days or more and parents have failed to contact school or answer email requests.
- Alert the Head of Section regarding any concerns about absence and punctuality if the action they have taken proves ineffective
- Keep record of all intervention
- Celebrate attendance and punctuality appropriately

3. Attendance

All students are encouraged to attend all days of school. They must participate in all the activities that have been planned for them at the school.

- The parents undertake to ensure that the student attends School regularly and punctually, works hard and conforms to rules and regulations of the School.
- The Class teacher must be informed in writing of the reason for any absence of the student from School.
- For planned leave a prior consent from the Principals should be sought for absence from the School.
- In accordance with the school calendar students should keep their attendance record above 90%

4. Leave

- Parents are expected to call the school between 0730 a.m.– 0800 a.m. when their child is absent from, or will be late to, school – in case if it is sudden development
- Attendance and student participation in learning activities are important, so parents are urged to schedule medical, dental and other appointments after school hours or during vacations.
- All students are expected to abide by the school schedule and must attend school on the days before and after vacations.
- Frequent or lengthy absences can seriously impede a child’s learning progress. In some cases, this can lead to the school’s inability to promote the child to the next grade.

5. Absence

- Reasons for absence must always be communicated to the school.
- The school cannot authorize absences. Absences of more than 2 days without the support of a sick note will not be considered as unauthorized absence. If a child needs to miss school for any other reason this should be requested in writing to the Head of Section beforehand.

5.1 Authorized Absences:

- Absence from school because of illness, death of first or second degree relative, scheduled doctor’s appointment, official community task, mandatory appearance before an official body, and essential urgent family travel for matters such as medical treatment or the death of a family member are considered authorized absences.

5.2 Unauthorized Absences:

- Shopping trips, unnecessary travel, and other types of travel are not included in the authorized absences list.

5.3 Not Reporting

- If the students remains absent for more than two days without intimation, the child will be recorded as not be reported.

5.4 Early Pick-Up:

- If a student is leaving school early, parents must sign in a filled in exit card at the reception.
- The exit card should be duly signed by the Class Teacher, Head of Section and Vice Principal and should be handed over to the School security guard by the Parent at the School gate on exit from the campus.
- Parent must contact the reception to advise the school of an early collection in advance of coming to school.

- For safety reasons and to ensure limited disruption to classes, pick up of students is not permitted within the last 30 minutes of the school day.

5.5 Medical Leave

- Medical / doctors certificate is to be produced if a student is availing medical leave.

6. Intervention procedures can be

(For repeated absence from school or not being punctual to School)

- A priority mentoring session with the class teacher.
- The Head of Section / the school counsellor meets with the student to discuss any issues leading to repeated absence or often late arrival to school.
- Letter or home phone calls to parents outlining concerns, from the Class teacher/Head of Section.
- A meeting with parents with Class teacher/Head of Section/Counsellor, with minutes of the meeting recorded.
- Keep a record of all interventions and monitor improvements in attendance and punctuality.

7. Rewards

- Students who have improved attendance and/or punctuality will receive an appreciation email.
- Students with 100% attendance and no lateness will be rewarded at the end of each term
- Certificate of appreciation