

# Attendance and Punctuality Policy 2020 / 2021



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# 1. RATIONALE AND PURPOSE

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Nibras International School is committed to providing a full and effective educational opportunity for all students. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

# 2. POLICY STATEMENT

Our school actively promotes and encourages 100% attendance for all students. Our aim is to ensure that students arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of students.

Outstanding	98% and above
Good	96%
Acceptable	92%
Unsatisfactory	Below 92%

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between students and staff, being aware of the causes of poor attendance, and ensuring that the curriculum is relevant and appropriate.

We will give a high priority to conveying to parents and students the importance of regular and punctual attendance. We recognize that parents play a vital role and there is a need to establish strong home-school links so that we can work together whenever there is concern about attendance.

***NOTE: In accordance with UAE law, a student may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year, or withdraw the offer of a place for the following academic year.***

In secondary school, students must not have more than **twelve (12) unexcused absences** per semester. If they do, they will receive no grade (NG) and no credit for the course. For high school, they will receive *NC* (No Credit) on their transcripts for that course.

### 3. GUIDING PRINCIPLES

- We require parents to inform us of any impending absence. A doctor's certificate may be required from the second day of medical absence from school when a student has persistent attendance issues.
- All unauthorized absences will be followed up by a call from NIS Receptionist.
- We will reward good attendance in the elementary with monthly recognition.
- Depending on the reasons for absence, staff will endeavor to assist absentees in catching up with missed work without disrupting the learning of other class members.
- The Heads of Division, in consultation with the staff, will undertake systematic monitoring and, as a result, conduct regular reviews of the Attendance and Punctuality Policy and procedures in order to evaluate them to ensure that the operation is effective, fair and consistent.
- The School's response to repeated lateness will be the same as for absence, with a call from the reception followed by a letter home and a note placed on the student's records.

### 4. ROLES AND RESPONSIBILITIES

- The Heads of Division will be responsible for the school's policy and procedures and may delegate aspects of its day-to-day implementation and management to a designated member of the school's leadership team.
- All staff, including teachers, support staff, and volunteers will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied.
- The Heads of Division and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, religion, gender, disability, or sexuality.
- Parents and carers will be expected to take responsibility for the attendance and punctuality of their children both inside and outside the school.
- Secondary students will be expected to take responsibility for their own attendance and punctuality and will be made fully aware of the school policy, procedure and expectations.
- School Registers are formal documents and should be marked with accuracy at the beginning of the morning registration session. In secondary, lesson attendance should also be marked at the beginning of each lesson.
- The register information is used by school administration staff to contact parents about absence. It is essential therefore that class teachers ensure that register records are accurate. If there should be a fire in the school, and inaccurately marked register could result in a life being lost.

## 5. SUPPORT FOR STUDENTS WITH ATTENDANCE PROBLEMS

- Students will be monitored by the teacher, Head/Assistant Head of Division, and the School Principal where serious absenteeism and tardiness is evident. The student will be monitored and given a target and time limit for improvement.
- If no improvement is shown the parent will be contacted by telephone or letter or an invitation will be offered to discuss the situation in school.
- Joint strategies may be devised between parents, students, and staff. A time limit and targets will be set for improvement.
- Special programs may be negotiated with students experiencing attendance problems using curriculum support, class teachers, and Heads of Department.
- Children with long-term illnesses or with emotional problems, including school phobia, will be supported by the school. Contact with parents and the student will be maintained. As far as is possible, work will be sent for the student and sent home.

## 6. EXCUSED AND UNEXCUSED ABSENCES

An excused absence is defined as:

- personal illness or injury (accompanied by a medical note with appropriate dates)
- medical or dental appointments (accompanied by a medical note with appropriate dates)
- death in the immediate family
- attendance at a funeral if the parent deems necessary
- religious holidays
- other emergencies or unusual circumstances as previously approved by school leadership

All other absences are considered unexcused. Family travel plans are **NOT** excused. If there is any question about whether an absence will be excused or unexcused, please contact school leadership before the absence takes place.

In the event a student has contracted Covid-19, a plan will be developed with the parents to best continue the students' education virtually.

**Action as per the number of absences:**

<b>Number of Absences</b>	<b>Action</b>	<b>Person Responsible</b>
4	Warning (parent contact by phone or e-mail)	Admin. Assistants
7	Parent Conference #1	Head/Asst. Head of School
9	Parent Conference #2 with Attendance Contract	Head/Asst. Head of School
12	Parent Conference #3 with Attendance Contract revisited and given No Credit warning notice for the semester	Head/Asst. Head of School
15	Parent Conference #4 and given No Credit warning notice for semester/course as apply	Head/Asst. Head of School
18	Parent Conference #5 and given notice of No Credit	Principal
19	No Credit given	Principal

## 7.PUNCTUALITY (TARDY/LATE) POLICY

Students are expected to arrive at school/class prepared and on time. The first-period class starts at 7:45 am. For each class, students should be in the classroom before the bell rings to avoid being considered late. Anyone who is late must do the following:

- Obtain a late slip from the main reception area before entering class. Teachers will not admit students after the bell without a pass or prior permission.
- Any student who arrives in a class that is more than halfway over will be marked absent from class if the tardy is unexcused.
- A special pass will be designated for any student who is late due to arrive on a NIS-provided bus. They will receive an excused late slip.
- Any student who arrives by any other mode of transportation will be given a colored pass, which is considered unexcused tardy.
- Three (3) unexcused tardies will count as one unexcused absence in a class. An accumulation of tardies may result in disciplinary action and affect a student's ability to receive credit for the class.

## 8. WHEN TO STAY HOME

Keeping a sick child home prevents the spread of illness in the school community and allows your child the opportunity to rest and recover. It is recommended to keep your child at home for the reasons as follow:

- COVID-19 Symptoms
- Vomiting and/or diarrhea: A child with either of these problems should stay at home and return to school only after being symptom-free for 24 hours.
- A temperature of 37.5°C (99.5°F) and above: A child must stay at home until they have spent 24 hours without a fever.
- Conjunctivitis: Following a diagnosis of conjunctivitis (also known as “pink eye”), a child may return to school 24 hours after the first dose of prescribed medicine.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a doctor has made a diagnosis and the school nurse has seen your child. If you have any doubt, please take your child to see the school nurse before s/he attends class.
- Colds: A child should remain at home and utilize distance learning if s/he is experiencing discomfort from cold symptoms such as nasal congestion and/or cough.

Please inform NIS if your child has been exposed to any contagious disease, virus, or condition such as the following:

- COVID-19
- Chicken Pox
- Measles
- Lice