

## **8. ATTENDANCE POLICY**

The purpose of this policy is to establish and define school rules for attendance. The goal of the attendance policy is to promote student attendance and assure that absences are effectively addressed. Assuring student attendance requires a joint effort among school staff, students, families and the community.

### **A. Policy highlights:**

The Model School's attendance policy requires that every child enrolled in kindergarten through Grade 12 shall receive the following instruction:

1. Students are expected to attend school on every school day as specified in the school calendar.
2. Students should arrive at the school punctually to attend the assembly and classes on time.
3. School shall excuse the students for being late in the morning during the days with adverse weather conditions. (E.g. Heavy fog, dusty sandstorm)
4. Teachers shall maintain a record of students' attendance
5. School will maintain accurate daily attendance data for each student in the system
6. School recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day. Ninety percent (90%) attendance is set as the minimum standard to entitle him/her to appear for the final examination.
7. School shall take all necessary actions to lower the absence rates
  - By following up on all unexplained absences immediately.

- By giving complete information about the rules and consequences of poor attendance to parents/guardians, students and school staff
8. Parents/Guardians will have to ensure that their children attend every school day and on time.
  9. If the student is absent on a particular school day, the parent/guardian must inform the school accordingly.
  10. When the students return to school following an absence, Parent/Guardian must send a written and signed note to the school/teacher indicating the reason for the student's absence.
  11. Students are responsible for completing all assignments missed during their absence.
  12. Parents/Guardians make sure that family vacations take place during scheduled school holidays.
  13. Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least 10 days in advance, in order to allow the teachers to prepare the list of assignments that will be missed during the absence.
  14. Parent/Guardian or the student shall be responsible to complete and learn all the assignments or tasks given to the students during the absent days. These assignments must be completed and submitted to the relevant teachers either before leaving or shortly after returning from the absence.

### **7.1. Types of absences:**

School shall consider the following absences as AUTHORISED ABSENCES when confirmed by the Parent/Guardian or by the proof of official documents

- Illness

- Death of first or second degree relative
- Scheduled doctor appointment
- Official community task
- Mandatory appearance before an official body
- Essential/urgent family travel for matters such as medical treatment or the death of the family member

If the absence is authorized the student has the right to make up the works and tests that were conducted during the absent days.

School shall consider the following absences as UNAUTHORISED ABSENCES;

- Shopping trips
- Unnecessary travel
- Other type of absences not included in the authorized absences

School shall inform the parent/guardian in case the student is truant and have discussion with the parent/guardian and the student's attendance is closely watched by the school thereafter.

#### **7.2. Norms for authorized absence:**

- i. Application for pre-planned leave (e.g. medical treatment abroad), for up to 10 working days is submitted to the Principal through the class teacher and must be sanctioned in advance.
- ii. Extension beyond the sanctioned days shall be considered on medical grounds only. In such cases application along with proof must be given before the last date of the sanctioned leave.

- iii. Leave will not be granted during the examination time except on genuine and unavoidable situations, medical emergencies etc. and the absence must be ratified by the Principal.

**7.3. Removal from enrolment:**

The purpose of this policy is to establish when the School may remove a student from enrollment due to the student's attendance records.

\* The school can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year after issuing three reminders with a span of 2 days gap. If the same practice persists even after that, the school Principal shall issue the expulsion order, which shall be approved by ADEK.

**7.4. Daily attendances follow up procedure:**

- A. Attendance is marked as and when the child enters the bus
- B. The number of students is tallied with the attendance register before disembarking the students in school.
- C. The attendance register is submitted to the transport Department after cross verifying and signing the attendance record.
- D. The transport in-charge will verify the attendance register with the attendance marked in the daily class attendance within one hour of the beginning of the school.
- E. Discrepancy, if any found, will be reported immediately to the academic Supervisor through Transport Manager for follow up.
- F. Follow up action by Supervisor:
  - a. Cross verification with Class Teacher & Bus escort /conductor

- b. Call the Parent/Guardian through phone to confirm the absence of the students

G. The attendance is marked in eSIS and ETH -school software systems. Parents are telephoned to ensure the absence of the child.

#### **7.5 Online attendance policy**

Children need to be available in a zoom live session with Video turned on and period wise attendance needs to be taken by subject teachers, if a student is absent more than 3 periods per day ( 50%) will be considered as absent on that day.

**\*\* Students leave and regulations are applicable for Distance learning (DL) students as well.**

Parents may choose the learning mode (whether their children will return to school for face-to-face learning or continue distance learning) but must commit to the chosen learning mode for the full term. So attendance patterns will be followed accordingly, CR for classroom FTF attendance and OL for online learning.

On Exam days students are expected to join a live session for class teacher invigilation and submit answer scripts within stipulated time. Students who are not joined in the live session will be treated as absent.

Student leave applications need to be submitted to school to get Principal approval.

Online leave application can be sent to respective mail id [studentaffairs@themodel.ae](mailto:studentaffairs@themodel.ae). Sending email for a leave application shall not be considered as the request is sanctioned, on the other hand please get the confirmation or reply mail from the school whether your application is approved or not.

#### **7.6 Responsibilities:**

**Principal:**

- Principal is authorized to promulgate regulations, procedures and rules to implement this policy.
- Establish clear and consistent practices across the School, including a standard set of excused and exempt absences.
- Use accurate and timely attendance data for planning, evaluation, and communication.
- Clarify staff roles and responsibilities.
- Clarify the role of parents in informing the school regarding their students' attendance or absences.
- Required attendance regulations, procedures and rules to be communicated to students and families at registration, or at least annually.
- Provide for the means of appeals by parents or guardians regarding attendance issues.

### **Teachers:**

- Communicate attendance expectations to families, inform them of their students' attendance, and involve them in problem solving related to their students.
- Inform the parents about the child's absence from KG-Grade12.
- Contact the parents if the child is absent for more than 1 day without intimation/notification.

### **7.7 Student Absence:**

The School follows the daily attendance system both for Distance learning students and Physical students every day to keep the track of attendance.

Attendance is compulsory during all modes of learning (face-to-face and/or distance learning). A student is marked absent if they fail to attend classes.

An absence is only authorized for the following reasons, confirmed by a signed letter from Parents/Guardians or by way of official documents to attest for the full duration of the absence:

1. Illness
2. Death of a first- or second-degree family member
3. Scheduled doctor appointments
4. Official community task
5. Mandatory appearance before an official body
6. Essential urgent family travel for matters such as medical treatment or the death of a family member

Schools shall immediately communicate with parents following an unauthorized absence or a cumulative absence rate of 10% or more.

Schools shall collect and maintain accurate attendance records for all students.

Parents shall notify the school in advance of any planned absences and submit the required documentation.

#### **7.8 SOD attendance:**

Where exemption to return to school is granted to any Student of Determination to ensure their health and safety or that of other students, staff, and community members, schools shall provide clear and comprehensive educational provision to ensure their ongoing academic, social, behavioral and emotional progress during distance learning. All decisions must consider the needs of the child and their parents and all

efforts must be made to accommodate the Student of Determination appropriately.

**7.9 School Action for Unauthorized absence:**

If students are in unexcused absence and it exceeds more than 10% of attendance (approx 14 working days) class teachers will contact parents to confirm the student's continuation in school or withdrawal. It will be notified to the Supervisor of section and in case of a long absentee, Supervisor/ HoS will take disposition by consulting with the Student affairs Manager to proceed for withdrawal procedure. In case Parents approach the school later for admission, Re-enroll the withdrawn students will be considered upon seat availability.

**7.10 Staff Absence**

School staff shall attend the full workday as per the school's calendar in accordance with the official contracted work hours.

Upon consultation and agreement with the school, the continuation of remote work for certain staff may be necessary for health reasons. Staff with any high-risk health conditions must submit a medical certificate attesting the medical condition.

School staff must inform the school in advance of their absence, when possible; to allow for planning that will ensure continuity of learning for students.

**7.11 "Stay Home When in Doubt" Policy**

Any member of the school community feeling unwell and/or exhibiting any COVID-19 associated symptoms should stay home. They will not be permitted to enter the school's premises or will be isolated according to the incident management protocol if their illness should be evident during the day.

Medical clearance is required to return to school premises following a period of physical absence.