



H.H. Shaikh Rashid Al Maktoum Pakistani School Dubai

Attendance & Punctuality policy

Approved by:

Principal

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Introduction

Regular and punctual school attendance is important. Students need to attend school regularly if they are to take full advantage of the educational opportunities available to them. H.H. Shaikh Rashid Al Maktoum Pakistan School fully recognizes its responsibilities to ensure students are in school and on time, having access to learning for the maximum number of days and hours.

This policy applies to all children registered at this school and is made available to all stakeholders. Children who are persistently late or absent develop large gaps in their learning, impacting their progress and ability to meet age related learning expectations and curriculum standards. Moreover, continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the next academic year.

Section 1:

1.1 Purpose and Scope

This attendance and punctuality policy ensure that all staff in our School is fully aware of and clear about the actions necessary to promote good attendance in the School. Therefore, this policy aims:

- To ensure that students are attending all classes and activities on time and covering all the aspects of the curriculum and subject.
- To establish firm expectations in relation to attendance at School through a clear and transparent policy and timely communication with parents/guardians.
- To achieve 98% attendance for all students apart from those with chronic health issues.
- To create an ethos in which good attendance and punctuality are recognized as the norm and seen to be valued by the school.
- To provide flexibility to accommodate a genuine absence or lateness with clear and quick administrative procedures.
- To establish a pattern of monitoring attendance and ensure consistency in dealing with regular absence.
- To clearly define the responsibilities of the parents/guardians, teachers, the School and students regarding approved/unapproved absences, medical leaves, dismissals and the consequences for each.

Section 2:

2.1 Categories of absence

There are different categories of absence based on the diverse circumstances.

2.1.1 Authorized Absences

An absence is classified as authorized when a child has been away from school for a legitimate reason and the school has received notification from the parent.

Only the school can make an absence authorized. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorized.

2.1.1.1 Medical Leave

In case of a medical leave, parents/guardians must notify the class teacher/section coordinator through email or LMS on the first day of absence. Official medical evidence/certificate must be provided with the email; if none is provided, the leave application will be considered as an unauthorized absence.

2.1.1.2 Infectious Disease

In the event of a student suffering from a contagious or infectious disease, parents/guardians must not send the student to school until the student recovers. Parents/guardians must inform the class teacher/section coordinator via email or LMS on the day the student is affected. Students will only be allowed to return to school when a medical certificate of fitness/clearance is provided via email or LMS to the class teacher/section coordinator they have been in contact with.

In case of COVID-19, if a student:

- has been in close contact with a positive person, they must isolate themselves for 24 to 48 hours and parent/guardian must inform the concerned class teacher/coordinator.
 - > If there are no symptoms after 24 to 48 hours, they must return to school.
 - > If there are symptoms, the student must seek medical advice and present a negative PCR/test result to return to school.
- has been confirmed positive for COVID-19, they must self-isolate for ten (10) days. To return to school, the student must present a negative test results OR a DHA Clearance Certificate.

2.1.1.3 Other Authorized Absences

The following leaves may be deemed approved when confirmed by a completed and returned 'Student Leave Application Form' with evidential documents.

- Illness
- Pilgrimage (Hajj/Umrah)
 - > Documents required: Hajj/Umrah visa copy, return ticket copy, fee clearance up to date.
- Marriage of a first or second degree relative
 - > Documents required: return ticket copy (if applicable), fee clearance up to date.
- Death of a first or second degree relative
 - > Documents required: return ticket copy (if applicable), fee clearance up to date.
- Scheduled doctor appointments
- Official work (passport/ID/visa renewal)
- Mandatory attendance before an official body

2.1.2 Unauthorized Absences

The absence is unauthorized if a child is away from school without approval, even with the support of a parent.

The following types of absences are recognized as unauthorized:

- Unnecessary travel

2.1.2.1 Other types of leaves not included in the Authorized Absences list

2.1.2.2 Approval Criteria

Prior approval must be taken from the Principal if the absence exceeds three (3) days. If a student's absence exceeds three (3) days without written notification or approval, their name will be taken off the call (class list). As per KHDA, if a student remains absent for more than fourteen (14) days consecutively or a total of twenty-one (21) school days in total may subject to not being enrolled for the next academic year.

2.1.2.3 In-School Absence

A student will be marked absent for the entire school day in the following circumstances:

- If they do not inform of their absence.
- If they intentionally stay out of classes during the school day.
- If the leave application is rejected.
- If they miss any lesson.

Section 3:

3.1 KHDA Attendance Criteria

As per the KHDA attendance policy, the attendance expectations are as follows:

- 98% outstanding
- 96% very good
- 94% good
- 92% acceptable
- less than 92% weak
- Less than 90% very weak

It is mandatory for every student to maintain 92% attendance or higher throughout the academic year. Failure to do so may result in the following consequences:

- The student not being allowed to sit in the end-of-term exams.
- The student not being promoted to the new grade in the next academic year.

Section 4:

4.1 Procedures to support good attendance

The School will follow the below procedures to support good attendance.

- Update class lists and inform class teachers and subject coordinators as and when new students are registered.
- Communicate clearly and regularly the attendance procedures and expectations to all staff, parents and students.
- Maintain consistent and systematic daily records with details of any absence and late arrivals.
- Follow up absences and persistent tardiness, if parents have not communicated with the school/concerned class teacher/section coordinator. To strongly discourage unnecessary absence taken during term time.
- Work with parents to improve individual student's attendance and punctuality.
- Report attendance statistics to the KHDA as requested.
- Ensure all staff is aware of their responsibilities as they must raise any attendance or punctuality concerns to the concerned section coordinators for timely action to be taken.
- Ensure that automated emails and text messages are being sent to parents through the School's Learning Management System (LMS) of their child's absences.

4.1.1 Request for Leave

In order to apply for an absence, the student's parent/guardian must fill the Student Leave Application Form using the Google Form of the concerned phase.

Form for Phase 1 students (LKG, UKG, Grade 1):

<https://forms.gle/TuZzbh1ds1thLRRH6>

Form for Phase 2 students (Grades 2 to 4):

<https://forms.gle/jSysAJnWfXh82Ptw6>

Form for Phase 3 students (Grades 5 to 8):

<https://forms.gle/XSNtef55fwN5kY4CA>

Form for Phase 4 students (Grades 9 to 12):

<https://forms.gle/1VKKireGWUvyn6pp7>

Section 5:

5.1 Penalties of tardiness and absenteeism

According to the School's Discipline and Behaviour Management Policy, there are implications to repeated tardiness and absenteeism. These excerpts have been taken from the Discipline and Behaviour Management Policy.

Offense	Frequency	Implications
Tardiness: this refers to being late in reaching 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 short period of time such as a month or an academic term.	Written warning to student and notifying parents. Tardiness to be noted in the student's progress report.
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month.	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Tardiness to be noted in

		the student's progress report.
	Any additional incidents of the above scenarios.	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> • Community hours at the school • Detention during school hours • A written notice announcing refusal to continue enrolment of the student in the school for the following academic year

Offense	Frequency	Implications
Absenteeism: this refers to the frequent or habitual absence from school or from lessons without a valid medical or family-related excuse.	The four (4) incidents of absenteeism in a short period of time, such as a month or an academic term.	<p>Written warning to student and notifying parents.</p> <p>Absent days to be noted in the student's progress report.</p>
	Up to an additional of three (3) instances of absenteeism in a short period of time.	<p>Parents and student to be called to a meeting with the Principal or a designated person by the Principal.</p> <p>Parents and student to sign a written pledge</p>

		<p>not to repeat the offence.</p> <p>Absent days to be noted in the student's progress report.</p>
	<p>Any additional incidents of the above scenarios.</p>	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> • Community hours at the school • Detention during school hours • A written notice announcing refusal to continue enrolment of the student in the school for the following academic year.

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

Section 6:

6.1 Responsibilities

All members of the school staff have a responsibility for identifying trends in attendance and punctuality.

6.1.1 Class Teacher

Class teachers are responsible for:

- Collating and recording attendance information.
- Keeping an overview of class and individual attendance: looking particularly for either poor overall attendance, variances in patterns of attendance and/or unusual explanations for absence offered by children and their parents.

- Contacting parents of absent children (if a child has been absent for three (3) days) where no application has been submitted via email.
- Informing the concerned section coordinator where there are concerns.
- Informing and emphasizing the importance of good attendance and punctuality.
- Discussing attendance issues at Parent Teacher Meetings where necessary.

6.1.2 Section Coordinator

- Monitoring attendance and follow-up records of their concerned section.
- Acting upon attendance and punctuality concerns as reported by class teacher(s). Monitoring follow-up once actions have been taken to correct attendance concerns.
- Daily monitoring of the ‘Student Leave Application Form’ responses. Approving/authorizing student’s absences/leave applications.
- Ensuring that student files are updated with required evidences of student’s absences and authorization.

6.1.3 Parents

Parents are responsible for:

- Ensuring that their child attends school regularly and punctually.
- Contacting the School office and emailing the concerned teacher/section coordinator on the first morning/day of absence.
 - > Provide all the details of the reason for their absence
- Informing the class teacher/section coordinator in advance of any medical appointments during school hours. For the absence to be recorded as a medical absence we do require evidence from the doctor or hospital (appointment email/SMS).
- Making requests for authorized absence by filling the Student Leave Application Form in term time, only if absolutely necessary as these are not automatically authorized.

6.1.4 Students

If the student’s absence has been authorized, then the student has the right to make up for any schoolwork and tests that were missed. If the absence is unapproved or unauthorized, the appropriate course of action will be agreed upon by the School with the parents/guardians while the investigation surrounding the action is completed.

Section 7

7.1 Punctuality

We want our students to cultivate a strong sense of punctuality in their school and personal lives. Failure in this regard is unacceptable. Students of all sections are expected to reach school at 7.30 AM sharp. Records are kept of those students who are late.

7.1.1 Unfavorable Weather

School administration will excuse students for being late in the morning during days of unfavorable weather conditions.

Section 8

8.1 Attendance and Punctuality of Students of Determination

If the student is having chronic medical conditions e.g epilepsy, diabetes, asthma, or any other medical issue then proper accommodation will be provided by the school. If a student of determination is admitted to the hospital due to any medical condition then a re-exam will be taken to support and accommodate his/her education process.

In exceptional cases regarding a medical issue, the leave will be granted as per required.

Section 9

9.1 Key terms:

Tardiness: this refers to being late in reaching school at the start of the school day and to instances of being late to lessons within the school day.

Absenteeism: this refers to the frequent or habitual absence from school or from lessons without a valid excuse.

Section 10

10.1 Policies related to Attendance and punctuality policy

Following policies are related to attendance and punctuality policy

- Inclusion Policy
- Discipline policy
- Assessment policy

