



مدرسة وودلم بارك الخاصة
**Woodlem Park
School Private**



ATTENDANCE AND LEAVE POLICY

2024-2025

Approved By	Principal
Signature	<i>Bhannisharma</i>
Date of Review	March 2024
Next Review Date	March 2025

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 and in compliance with the MOE a student must have 85% attendance in a school year in order to be passes and promoted to next grade level.

PURPOSE

The purpose of this policy is to make explicit to all (students, parents/guardians, teachers) the school's expectations on attendance levels and support strategies to help students maximize their attendance.

AIMS AND OBJECTIVES

Our Policy Aims to:

- ◆ Emphasize the importance to all students about the need for maximum attendance.
- ◆ Make the students recognize the link between their attendance and their full potential achievement.
- ◆ Reinforce the notion that the parents are responsible for the regular and punctual attendance of their child.
- ◆ Stress the need for home and school to work in partnership to achieve high attendance.
- ◆ Promote a consistent approach across the school towards attendance matters.
- ◆ The school sees 85% attendance as the minimum expectation for all students and strives for all students to attend more than it.

ACTION IMPLEMENTATION

Arrival and Dispersal

- ◆ All students should be in school by 7.35 am.
 - ◆ 07:35 am - Prayer Time or assembly
 - ◆ 11:00 am - Regular dispersal for KG1 and KG2
 - ◆ 02:00 pm - Regular Dispersal for Grades 1-12
- * Please note that school timings will change during Ramadan.

Procedures and Practices

- ◆ Expected attendance in the school is five days a week from Monday to Friday.
- ◆ Students must be on time for the Class teacher's period which starts at 7:35 a.m.
- ◆ If a student is late or absent, parents must notify either via mail a day prior or to the class teacher on ORISON or by calling at the main reception.
- ◆ If the student has not reported to the class due to involvement in the school activity, then the child will be considered to be on duty and will be awarded the attendance for the day. (Please note that official confirmation will be done from the school records)
- ◆ Class teacher will share the list of absent students every morning on the broadcast group with her respective class parents.
- ◆ School will contact the parent/guardian by email on the second day of absence if no notification is received.
- ◆ Kindly notify the class teacher in advance by 10:30 am or a day before if you intend for your child to arrive late or leave early on any day.
- ◆ School will monitor attendance whenever necessary.



Tardiness

- ❖ School begins at 7:35a.m. Students arriving after 07:35 am are late for school. Students who arrive late should check in at the Main Gate where they will be required to sign in the late slip, which is assigned for their Phase. This will be attended by the HOS/ Counselling Department. (Please note: If a bus arrives late, students will not be marked tardy.)
- ❖ A student who is chronically late will report with the parent to meet the HOS/ school reception and will be issued a Late Slip. It is particularly damaging to a child's academic and social progress and for this reason it will be treated very seriously by the school. Three Late recordings in a month will result in a follow-up with the Parent by the concerned HOS to urge punctuality.
- ❖ It is the class teacher's responsibility to update the attendance register online if the student comes in late.

Unexcused Absence

- ❖ 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.
- ❖ Teachers will keep hard copy of attendance registers with accurate daily information.

Persistent Absenteeism

- ❖ A student becomes a 'persistent absentee' when their attendance record is a cause for concern.
- ❖ Absence at this level is doing considerable damage to the child's educational prospects and we need parents' support and cooperation to tackle this. Some of the actions that may be taken by the school are:
 - ▶ Official mail sent to parents by the school after recognition of on-going absenteeism problems.
 - ▶ Meeting with parents will be set up to establish circumstances.
 - ▶ According to the ministry requirement a child must have 85% attendance in a year to be passed and promoted . Lack of attendance may affect the promotion of your child. The special circumstances must be clearly communicated and agreed upon with the School Principal/HOS prior to the absence. Examples include extra-curricular participation or extended illness.
- ❖ A letter acknowledging improved attendance will be sent to the parents which has been monitored with concerns incase improvement is seen.

Early Dismissal From School

- ❖ Security checks the ID / purpose and gives a temporary ID to the parent in lieu of their personal ID (Emirates ID or Driver's license) at the gate before entry to the school.
- ❖ Parents inform the class teacher and transport department via email at the latest by 10:30am regarding the early dismissal.
- ❖ Parents fill in an early dismissal form (gate pass) which will be issued by the Receptionist. This gate pass must be handed to security on the way out of the school buildings. No child will be allowed to exit the premises without this procedure.
- ❖ No other person will be allowed to collect the child without a consent letter from the parents. The authorized letter sent must have the copy of Emirates ID of the concerned person. The school upholds the final decision for approval in this case.
- ❖ The school cannot allow students to leave the building on their own during the school day, no matter the age of the student.



Leave of Absence

The school strongly discourages holidays being during the term as learning is disrupted and the lost time is detrimental to the educational progress of the child. The requests for long-term leave can only be granted in 'exceptional circumstances and decisions are made on a case-by-case basis.

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Absence in Term Time

- ❖ The school will not grant permission for holidays or extended leave to be taken in term time and discourages parents/guardians in making such an application.
- ❖ Absence due to illness or family emergency: No leave of absence except for illness will be granted unless applied for in writing and in advance. Students who have been sick for more than two days should bring a medical certificate from their doctor on joining school. A copy of the certificate should be submitted and signed in the school clinic for follow up.
- ❖ If a student misses school unexpectedly due a family emergency, days of religious observance, unavoidable medical appointments, exceptional circumstances (bereavement/marriage of immediate family member) a parent or guardian must call or write to the class teacher to explain the reason for the absence.
- ❖ Any child taken out of school due to illness need to be signed out and early dismissal form must be issued from the receptionist and duly signed by HOS to the parent.

Other Absences

- ❖ In the case of a planned absence, a parent or guardian must inform the class teacher through Orison and email a day in advance.
- ❖ Requests should be made well in advance to allow good time for processing. The student in this case is responsible for getting and completing homework assignments.
- ❖ In the case of an extended absence, a parent or guardian must contact the class teacher to arrange for the student to meet academic requirements.
- ❖ As per the regulations of the Ministry of Education, a student who is absent from school for more than 15 days without explanation may be disenrolled from school records.
- ❖ A student needs to get permission regarding absence from the concerned school authorities on exam days. Leaves during exams days must be applied for on Orison.
- ❖ The school will not grant permission for holidays to be taken in term time during formal assessments in school.

Absence Procedures by The School

- ❖ Email will be sent on ERP/ORISON by the class teacher on the first day of absence if we have not received information from the parent.
- ❖ If a student is absent for 3 days in a row the class teacher is requested to contact the parents as a courtesy to check on the child's health.
- ❖ Parents will be called to school to discuss the situation with the concerned Phase HOS if absence persists.



LATE ARRIVAL/PICK-UP

To the Parent or Carer:

- ◆ For the own transport students punctuality is the responsibility of the parent .
- ◆ It is essential that your child attends school regularly and on time, in order to ensure good academic achievement. Habitual lateness disrupts your child's learning.

(Three late slips in a month will lead to a suspension of classes starting from the fourth day(for one day))

POLICY REVIEW

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Attendance Policy and Early Leavers arrangements will be remedied without delay.

