

Sunrise English Private School

Abu Dhabi Educational Council, Licence No: 1-466 Dated 15/04/2008
P.O Box 71356, Abu Dhabi
Tel. No. +971 2 5529989, Fax: +971 2 5527837
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مدرسة الشروق الإنجليزية الخاصة

مجلس أبوظبي للتعليم ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد: ٧١٣٥٦ أبوظبي
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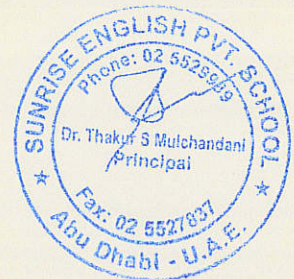
Re: CERT-30-2018-19 الرقم

Date: 29-08-2018 التاريخ

School Attendance Policy

Policy Development Committee Members

Principal
Vice- Principal
Section Heads
Social worker
Class Teachers
Counsellor



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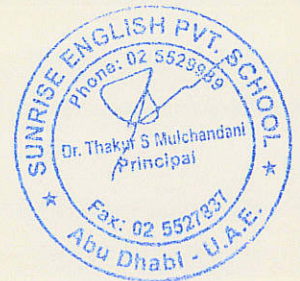
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- Attendance is a critical factor for a productive and successful school career.
- The school will actively promote and encourage 100 per cent attendance for all Students.
- Sunrise English Private School is committed in providing a full and efficient educational experience to all students with maximum amount of benefit from education which will be obtained when the students are always punctual with good attendance.
- Students are expected to attend school on all instructional day as per dates specified in the school calendar. Parents, teachers and all other school staff are responsible for ensuring that students attend school every day.
- Any problems that impede punctuality and regular attendance will be identified and addressed in an appropriate way.
- Parents have a vital role to play and also there is a need to establish strong link between home and school and a good communication must be utilized whenever there is concern regarding attendance.
- If there are problems which affect a student attendance, the school will investigate, identify and strive in partnership with parents and student to resolve these problems as quickly and efficiently as possible.

Purpose:

The purpose of this policy is to establish the attendance requirements which has been included in the school-based attendance procedures according to Abu Dhabi Education Knowledge (ADEK) schools specifications.



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School Attendance Procedures

The school will:

- Ensure that the Student Attendance Register is precisely maintained at the beginning the school.
- Shall issue to Parents its Council-approved attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School.
- Emphasize parents the importance of contacting School staff at the earliest on the first day of absence. If students need to be absent from School for a particular day, Parents/Guardians must inform the School accordingly.
- Inform Parents/Guardians who plan to have their pupil miss several days of School that they are required to notify the School at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.
- Inform Parents / Guardians to make every effort to ensure that their children attend School every school day and arrive on time.
- Ensure that Students shall arrive at school punctually every day, attend morning assembly and attend classes on time.
- Ensure that they will maintain accurate daily attendance data for each student, including timely or late arrival to School.
- Display good attendance rate of the students in the school with good reward and appreciation, which will motivate the student to be regular to school.
- When a student returns to school following an absence, Parents must signed note to the school indicating the reason for student's absence. For example if the child was sick, medical certificate will be given by parents.
- Promote positive staff attitudes towards students on returning to school after long absence.
- Ensure regular evaluation of attendance procedures by Senior Leadership Team.



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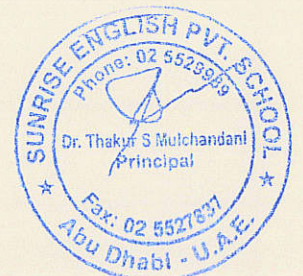
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- Keeping track of student attendance rates by frequently sending mails, circular to parents regarding attendance rates and related issues of the student and also update the school website with any attendance related issues.
- Parents/Guardians should seek to ensure that family vacation take place during scheduled School holidays.
- The school will send a clear message to the parent if a student is absent, ensuring that all student are supported and valued.
- Shopping trips, unnecessary travel are not included in authorized absences list
- The school will allow absentees to catch up on missed work without disrupting the learning of other class members. Students are responsible for completing all assignments missed during their absence, but all assistance will be given by teachers.
- School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog /rain).
- Students are considered to be truant if they are absent from school without their parents knowledge or consent. School must immediately inform the parents and shall hold discussion with them and the student and closely monitor the student's attendance.

Procedures

If no contact is received from the parents of an absent student:-

- First day contact the parent by telephone/text message /email
- If an explanation has still not been received after three days of unexplained absence, the class teacher will report to the section heads.



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- Refer to the School Social Worker, to follow up absence if no response is received after 5 days of absence.
- Invite the parents into school for an 'Attendance Concern Meeting' after a maximum of 10 days absence, unless other action is planned. This meeting should include a section head, class teacher, parent, Student and the School Social Worker.
- The aim of this meeting will be to identify and resolve the difficulties which are preventing the Student from attending school. The parents will be made aware of the legal requirements regarding school attendance.
- If an absence is unauthorised, the School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence

Performance

The school sets realistic targets for both attendance and persistent absence; these targets are set during the First term of each academic year, in consultation with the governing body. The governing body must approve the school target for attendance to be set for the following academic year. Our target for the each academic year is 100%.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved
- Re-intergration plans have been successful



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- The school has been successful in raising the profile of attendance both within the school, governing body and the community
- Attendance issues have been included as topics in school assemblies, life skill curriculum lessons, or as a theme for any other lessons

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's Social Worker if appropriate
- Recording (and retaining) carefully, all telephone messages
- A signed copy of any correspondence is retained by the school
- A referral is made to Senior Leader Team for intervention

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the Student's, the importance of their education.

