

Policy Name	ATTENDANCE, ABSENCE AND PUNCTUALITY POLICY
Stakeholder	Parents & Students
Policy Directory Reference	ASCS005
Policy Lead	Amanda Wilding
Role	Vice Principal - Community
Approval	August 2022
Reviewed By	Kifaya Khan
Role	Principal
Review Date	January 2023



1. Rationale

Al Salam Community School expects 100% attendance in all school days and punctuality to all lessons/activities for all students.

Absence from whole or part school days or late arrivals to lessons/activities will result in the student having less opportunity for structured learning. This will increase the likelihood of having a negative effect on the outcomes of the student.

2. Aims

ASCS aims at achieving outstanding attendance as per the official KHDA definition of attendance:

- 98% Outstanding,
- 96% Very Good,
- 94% Good,
- 92% Acceptable,
- Below 92% Unacceptable ('Weak', 'Very Weak')

3. Expected Attendance

Expected attendance in ASCS is five days a week (Monday to Friday) as per the school term time calendar approved by the KHDA.

The school day is as follows:

Phase	Start of the Day	End of the Day
FS (Foundation Stage)	7:10 am doors open, 7:30am registration	1pm
Years 1 - 6 (Primary)	7:30 am	2:40pm
Years 7 - 11 (Secondary)	7:30am	2:40pm
Years 12-13 (Post-16)	7:30am	2:40pm

*Exceptions are made for the FS1 settling in period, teachers will discuss this with the parents when the child starts if they need shortened hours to adjust in their first half term.

As per the KHDA regulations, **Year 2 and above students who miss excessive days in any school year may be at risk of not being promoted to the next year group** unless they have been legitimately excused from school as a result of special circumstances. These special circumstances must be clearly communicated and agreed upon with the Head of School prior to the absence. Excused and unexcused absences are recorded in each student's individual records and reports.



4. Reporting Student Absence

If your child is ill, please complete the **absence form** as soon as possible in order to notify the school so we can inform the concerned staff members.

- [Primary Absence](#)
- [Secondary Absence](#)

Students are responsible for completing all assignments missed during their absence.

Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays. Parents are encouraged to make all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card.

The School encourages students through rewards for good attendance and punctuality to attend all classes in a timely manner, so that they maximise the educational benefit of being in School.

The School ensures that unauthorised absences are dealt with firmly and effectively.

The school administration assumes the responsibility of recording daily attendance of registered students for each session: The School will seek to achieve low absence rates by:

- Following up on all absences immediately.
- Providing a safe, caring and engaging learning environment that encourages and stimulates students.
- Recognising and rewarding excellent or improved student attendance.
- Implementing strategies and programs to address attendance problems for individual students.
- Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students and School staff.

4.1 Authorised Absence

If an absence is authorised, the student has the right to make up the work and tests that were missed. The following reasons are considered authorised absence:

- Illness (certified)
- Death of the first or second degree relative.
- Scheduled doctor appointments (with approval)
- Official community task.
- Mandatory appearance before an official body.
- Essential urgent family travel for matters such as medical treatment or the death of a family member (with supporting documents).

4.2 Unauthorised Absence

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.



The following reasons are considered unauthorised absence:

- Unnecessary travel.
- Family Holidays / Events / Weddings.
- Shopping trips.
- Other types of absences not included in the authorised absences list.

4.3 Truancy

Students are considered to be truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorised absence, and Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance. Students will also be considered truant if they are present at school but not attending classes.

4.4 Action and Sanctions for Unauthorised Absence

The following action will be taken by the school for unauthorised absence: If no explanation is provided by 9:00 am, a phone call will be made to ascertain the reason for the absence.

Students whose attendance falls below 96% or following 2 occurrences of unauthorised absence, will receive a phone call and / or an email reminding the parent of the importance of attendance and the implications should their attendance continue to be poor. They will be invited to a meeting with the Head of School / pastoral or other delegated member of staff to discuss their attendance.

Students with frequent authorised "odd days" off from school will have their attendance patterns carefully monitored

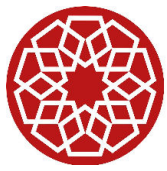
Parents who fail to cooperate with the school to ensure good attendance will be considered in breach of the Home-School Agreement and may have the school place withdrawn or may result in students not being entered for exams or not promoted to the next year group.

In accordance with UAE law a pupil 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(subject to KHDA approval)

KHDA Attendance Definitions				
UNSATISFACTORY Attendance	ACCEPTABLE Attendance	GOOD Attendance	VERY GOOD Attendance	OUTSTANDING Attendance
Below 92%	92%	94%	96%	98%
15 days or more absent <u>per school year.</u>	No more than 15 days absent <u>per school year.</u>	No more than 11 days absent <u>per school year.</u>	No more than 8 days absent <u>per school year.</u>	No more than 4 days absent <u>per school year.</u>



Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons.	The first two incidents of absenteeism in a short period of time (week / month)	Written notification to parents via Isams Primary- from admin. Secondary - from form tutor. Absent days will be noted in the students' progress report. ASCS Absenteeism Consequences - Step 1 - 22/23
	Up to an additional two instances of absenteeism in a short period of time.	A second written notification via Isams to parents and a phone call . Primary- from admin. Secondary - from Head of Year. ASCS Absenteeism Consequences - Step 2 - 22/23
	Above four incidents of absence.	An official warning letter will go to the parent from the Deputy Head of Pastoral, Primary/Secondary. ASCS Absenteeism Consequences - Step 3 - 22/23
	Any additional incidents to the above	Step 4 - The parent will be called for a face to face meeting and will sign an undertaking to rectify the attendance. At the discretion of the school, decision might include: ● Community hours at the school. ● Detention during school hours. ● A written notice announcing refusal to re-enroll the student in the school for the following academic year.



5. School Timings and Lateness Policy (Punctuality - Late Arrival to School)

School punctuality is crucial to ensuring students maximise achievement and establish effective learning routines. Research shows that **regular late arrival to school has a significant negative impact upon a student's progress** so we are very keen to emphasise good learning routines.

Please can we remind you of the following guidance on timings:

Morning:

Students will be considered late if they arrive beyond 7:30 a.m. Regular late arrivals will be sanctioned by staff within the school.

Afternoon:

All students should be collected within 15 minutes of the end of the school day i.e. 1:15 p.m. for FS and 2:55 p.m. for all students from Year 1 to Year 13.

Parents who need to collect their children before normal dismissal time will need to come to the school reception to complete an Early Dismissal Form. No child will be released to exit the premises without this approved form.

If you are going to be **late** collecting your child due to an emergency, please inform the school office in good time (**by 12 noon of the day**) to ensure messages can be passed through to the teacher. Those students still awaiting pick up without prior notice beyond 1.15pm for FS and 2:55pm Year 1-13, will be recorded as late pick up.

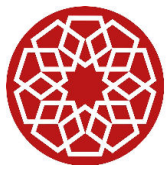
Students arriving late should go directly to the timetabled lesson. However in some cases this may not be possible and students will need to report to the school administration. **Regular late arrival to school has a negative impact upon the student's progress.**

Being 'late' is defined as:

- Any students arriving after 7:30 am will be marked Late during Registration - Late to School.
- Any students arriving after 7:40 am will be marked absent from Registration and attendance will be taken in the lesson itself - Late to Class.



Offence	Frequency	Implications
Lateness - this refers to being late in coming to 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 lateness in a short period of time such as a week / month.	A written warning will be issued to parents via iSAMS. Primary - from admin. Secondary - from form tutor. Lateness will be noted in the students' progress report. ASCS Lateness Consequences - Step 1 - 22/23
	Up to an additional three (3) instances of lateness in a short period of time, such as a week/month.	A second written notification via iSAMS and a phone call. Primary - from admin Secondary - Heads of Year. ASCS Lateness Consequences - Step 2- 22/23
	Above four incidents of lateness.	An official warning letter will go to the parent from the Deputy Head of Pastoral, Primary/Secondary. ASCS Lateness Consequences - Step 3 - 22/23
	Any additional incidents to the above	Step 4 - The parent will be called for a face to face meeting and will sign an undertaking to rectify the attendance. At the discretion of the school, decision might include one or more of the following: • Community hours at the school. • Detention during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.



6. Drop off, Collection and Early Pick Up

All students may be dropped off to their allocated area as communicated by the school:

- The school site is open for students from **7:10am**.
- All Students are advised to arrive to their form rooms promptly for morning registration at 7:30am. This is signalled by the playing of the UAE National Anthem.

All students should be collected within 15 minutes of the end of the school day i.e. **1:25pm** for FS and **2:55 pm** for all students from Year 1 to Year 13.

Students not collected will be taken to the Late Room for collection by parents/guardians. A late fee could be charged to parents not picking up their children on time **as mentioned in previous communications**.

****Please note: Late supervision may be subject to a fee if it exceeds 30 minutes after the end of the school day.***

If you are going to be **late** collecting your child due to an emergency, please inform the school office in good time (**by 12 noon of the day**) to ensure messages can be passed through to the teacher.*

Parents who need to collect their children before normal dismissal time, will need to fill in the early leave form and come to the school office to collect their child.

[Early Leave Form](#)

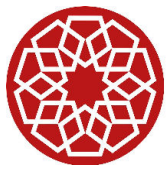
This form needs to be signed by the **office admin staff at the reception**, you will need to collect your child(ren) from Reception for any early dismissal. **No child will be allowed to exit the premises without this approved form.**

7. Parents ID:

Parent ID cards help to identify you as an authorised adult on site. These cards are required when you pick up your child/children from school and /or visit the school. Each family will be provided with up to 4 Parent ID cards. Additional or replacement cards can be obtained from the school but at a cost. ID cards for drivers and care providers will bear the designation of "Parent" as they are deemed to be the parents' representative.

Families who have applied for the Parents ID Badge and submitted the supporting Vaccine Record will be contacted by email to collect the badge from the reception.

If you have not yet applied for a Parent ID badge, you can do so on the following form:



[Parent ID Badge Request Form.](#)

The form will require a copy of the following for each authorised adult:

- Emirates ID copy
- Passport size photo

8. Walk Home Pass:

Your child's safety is most important to us. We are not willing to allow children to travel home alone from school without your consent.

The Walk Home Pass gives your permission for your child to travel home independently. We will ensure your child's safety at school and as parents you understand that certain dangers are present when travelling home alone, taking the metro or catching a bus.

If you would like to grant permission for your child to walk home alone, please complete the form linked here.

[Walk Home/Public Transport Request Form](#)

Please note that in our school policy, no student in Foundation Stage or Key Stage 1/2 (Years 1-6) should walk to or from school on his or her own or be left on their own on the school premises either before or after school.

9. Primary Sibling Pick up Pass:

We are happy to also share with you our new Primary Sibling Pick Up routine. This will support your children's smooth and safe exit from the school via the same gate at the end of the day.

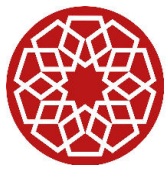
We will issue new passes that allow your younger children to exit the school premises at the responsibility of the older sibling from the secondary school. This can only occur with previous parent permission using the below form:

[Primary Sibling Pickup Request Form](#)

Please note that:

- * The sibling collection option is only for Years 2 to 6.
- * Year 1 students have to be collected by a parent/guardian only.
- * The form is not applicable to FS as the school timings are different.

- * When a younger sibling is collected by an older sibling, the responsibility and safety of the younger sibling lies solely on the older sibling and not on the school.



* Older siblings will also need a Walk Home Pass to exit the external gates.
This can be requested as mentioned above in the section 'Walk Home Pass'.

* The siblings will only be released once the passes have been issued and are worn for visibility and confirmation.

* Students should use both Gate 4 to exit the premises.

10. Monitoring and Review

This policy needs to be updated and reviewed on a yearly basis. There may be times when professional judgements are made in situations not covered by this document.

Letters Issued -

- [Repetitive Late Arrival to School](#)
- [Attendance Reminder](#)

November Communication Updates