

## DUBAI HEIGHTS ACADEMY



Policy	Attendance and Punctuality Policy
Approved on	22 August 2022
Approved by	Principal
Review date	August 2023

## POLICY STATEMENT

Dubai Heights Academy believes strongly in the importance of good attendance and its links to student attainment and progress, as well as developing a positive attitude towards learning. The school has high expectations of attendance for all students, whilst recognising that there may be unavoidable circumstances which could cause a student to be absent or tardy. Parents are requested to inform the school about any absence, tardiness or early leave in advance.

Poor attendance can seriously impact a child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

## AIMS

This policy allows Dubai Heights Academy, to meet the obligations that are set out by the governing bodies to ensure the following:

- Ensuring that every student has access to full-time education
- Promoting good attendance and punctuality
- Acting, where necessary, to address any patterns of absence

This policy also provides clear guidelines and support to our parents to ensure that they are aware of their duty in promoting regular and punctual attendance of their children.

Dubai Heights Academy, in conjunction with the KHDA, is required to monitor all students' attendance, regardless of the age of child or year group and is expected to achieve targets of at least 98% attendance throughout the academic year.

## 1. GUIDELINES FOR ATTENDANCE

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to extend their potential and therefore we expect children to attend school every day. The attendance for all children is monitored weekly, with the school seeking to work actively with parents to ensure a regular pattern is maintained.

Each child's attendance is summarised in line with KHDA guidance as:

**Outstanding** Attendance is at least 98%

**Very Good** Attendance is at least 96%

**Good** Attendance is at least 94%

**Acceptable** Attendance is at least 92%

**Weak** Attendance is less than 92%

**Very Weak** Attendance is less than 90%

As there are typically 182 days in a school year, each day accounts for 0.55%. If a student has just 4 days off per term their attendance will be less than 94% (Good).

A student's nonattendance to school is classed as an absence regardless of whether it is authorised or unauthorised.

## 2. ABSENCE

Absences may be authorised or unauthorised. Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually and the absence will only be authorised if the student is absent with permission from the Principal.

When a child is absent, parents should contact the school before 8:30am on the first day of absence informing the school of the reason for absence using the following channels:

- Telephone call to reception on 04 356 3333
- Email to [absence@dubaiheightsacademy.com](mailto:absence@dubaiheightsacademy.com)
- Email to the class teacher, or a message on SeeSaw.

### **Absence recording:**

When a child is absent, the class teacher will record the absence in the register. Teachers use different codes to show the nature of the absence on the register. In the event that the class teacher or the reception is not made aware of the reason for the absence, an Unauthorised code will be used. If communication from the parent is received to explain the absence after the day of absence, then the register will be amended appropriately.

As part of our safeguarding procedures, the school will endeavour to contact the parent, or other emergency contacts, if no message has been received regarding the reason for the absence.

**It is the responsibility of the parent / guardian to inform the school of each day of absence and whether the absence will extend to include more than one day.**

### 3. AUTHORISED ABSENCE

An authorised absence requires prior permission from the Principal. Parents should apply in advance to the Principal to request an authorised absence during the term. The Principal will consider the application based on the following:

- The age of the student
- The nature of the proposed absence
- The timing of the proposed absence
- The attendance pattern in the present and previous academic year
- Where attendance is lower than 96% or where the absence would take attendance below 96%
- The student's progress
- Any assessments and examinations occurring during the proposed absence period

As a first step, parents must email the school receptionist ([reception@dubaiheightsacademy.com](mailto:reception@dubaiheightsacademy.com)) with their request for authorised absence. The Principal will consider the request and if approved, the school will provide the parents with a written approval.

Absence may be authorised for reasons including, but not limited to, the following:

- **Illness:** from the third day of medical absence, parents should submit, by email to the school Reception, supporting medical documentation, which will then be shared with the School Clinic for their review and follow-up as appropriate. If your child is absent due to vomiting, then they should not return to school for the next 24 hours after the last time that the child is sick. This is to reduce the risk of infection to other children and adults at the school.
- **Religious Observance:** the school respects all parties' rights to observe and celebrate religious occasions and follows Knowledge and Human Development Authority ("KHDA") guidance with respect to appropriately registering such absences.
- Family bereavement or wedding;
- Emergency holiday or other family leave - all other family holiday absences will be regarded as an unauthorised absence
- Educational activity or visit;
- Sports activity;
- **Medical Appointments:** parents are encouraged to make medical appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment;
- Unavoidable cause preventing the student from attending school.

### 4. UNAUTHORISED ABSENCE

Absence of more than 24 hours without the support of a parent communication will be reported as an unauthorised absence, unauthorised absences will be monitored and may be addressed with the parent / guardian if deemed as excessive.

**The KHDA guidelines also highlight that 'a student should not have more than 20 consecutive days or a total of 25 days unauthorised absence in an academic year, and that the school reserves the right to exclude the child, ask them to repeat the year or withdraw the offer of placement in the next academic year.'**

### 5. EARLY PICKUPS

Should a student need to leave school before the end of the school day, parents are required to inform the school in advance either by email/telephone or Seesaw. Parents are required to sign their child out with the reception staff prior to leaving. Parent ID Passes must be worn for identification purposes. If a parent ID pass is not available then the parent will be required to provide a valid UAE ID at the security gate.

In the absence of prior notice being provided to both the teacher and the reception staff, parents will be required to wait in reception until a member of staff is available to fetch the child and bring them to reception.

### 6. MEDICAL APPOINTMENTS

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment, where possible.

If the medical appointment is during the school day and the child comes to school before the appointment an early pickup request will need to be made directly to the teacher and the reception staff. This request needs to be made either by email/telephone or Seesaw directly with the teacher. The teacher / teaching assistant will then make sure that the child is ready in reception by the agreed time requested by the parent.

Parents need to inform the class teacher and the school receptionist, by email / Seesaw, should their child be absent due to a medical appointment i.e Dental / Doctor / Specialist

## 7. LATE ARRIVALS

Students are required to arrive at school by the times identified in the School Handbook page 7. Punctuality is a necessary trait that children need to acquire and therefore the school requests parents to support their children in arriving on time at the school and being collected on time at the end of the day.

Year Group	Arrival	Gates Close	End of School day	ECA End
FS	07:55 – 08:10	08:10	14: 15	15:15
Year 1 – Year 9	07:55 – 08:10	08:10	15:30	16:30

A Student is deemed late if they arrive after 8:10am. Students who arrive late must report to the staff member at the Main Reception Gate 3 (after 8:10am\*). All Other access gates are closed at 8:10 am and late students will be redirected to Main Reception where they will be recorded late on the school’s student management system (iSAMS).

A parent is deemed late to collect their child if they are 15 minutes later than the above mentioned end of school day/ ECA’s finish times.

The School will also take weather, significant traffic incidents, and any other extenuating circumstances into account when they occur and not register students that may be affected by them in the late register.

No bus students will be registered as late if they have travelled by bus to the school.

If students are late due to early morning appointments, parents may be required to send supporting evidence to the school’s Reception for recordkeeping. Parents of primary school children must not drop their child/ren off at the security office at Gate 3 unaccompanied, if they are arriving late and must hand over the child personally to Reception.

## 8. MONITORING AND REPORTING

The school will, under the supervision of the Phase Leaders and Heads of Department, ensure that students’ attendance is closely monitored. Each case will be considered and analysed individually in regular attendance meetings; significant concerns will be reported to the Principal; and further appropriate actions will be taken to reduce absenteeism and tardiness.

The school is committed to maintaining regular communication with the parents, and to working alongside to ensure that students attend school regularly and on time.

Key members of staff have the following responsibilities:

- **Teachers** are responsible for completing attendance registers by using the school’s student management system (iSams) and sharing any relevant attendance related information with the school Reception, who will then ensure that the register has been completed correctly.
- **Reception / Administrator** will act as the school attendance officers. They are responsible for monitoring and responding to student absences without notification, tardiness and early leave by following up daily with parents; updating the attendance module on iSams; requesting early leave approvals to the relevant Head of School where applicable; liaising with Teachers, the School Clinic and other stakeholders, as appropriate; drafting reports with relevant information for review by the Heads of School; participating in attendance meetings; and ensuring records are kept safely.
- **The School Nurse** is responsible for following up and monitoring the attendance of students with medical issues after three days of absence. This should include maintaining records of medical certificates and reporting back to the Heads of School and other key stakeholders, as appropriate.
- **The Principal** is responsible for authorising absence in the school, and reporting attendance information or concerns to the Executive Board (“the Board”) and / or the KHDA as required.

## 9. ATTENDANCE LETTERS AND PROCEDURE

Attendance meetings will be held between relevant members of staff including (but not limited to) the Principal, Heads of Department, Phase Leaders, Reception staff and other key stakeholders, as appropriate, to discuss attendance and tardiness issues; and to work towards developing and implementing strategies to improve attendance.

## 10. MANAGING TARDINESS AND ABSENTEEISM

All Parents are required to sign a KHDA parent contract upon joining the school and have an obligation to adhere to the

measure put in place with regards to attendance and punctuality. In managing tardiness and absenteeism, the school will demonstrate sensitivity to the particular needs of Students of Determination and their parents.

Below is the implemented procedure for management of tardiness and absenteeism.

<b>Frequency / Offence</b>	<b>Action / Implications</b>	<b>Communication points to parents</b>
<b>Unauthorised Absence</b>		
First five (5) instances of Absence with in a <b>Calendar month</b>	Written Warning 1 sent to parents and Student	<ul style="list-style-type: none"> <li>● Highlight concern for current report detailing % of missed day and total days absent.</li> <li>● Communicate KHDA requirements and school policy</li> <li>● Communicate parent responsibility</li> <li>● Highlight next action</li> </ul>
Additional five (5) Instances (total 10)	Call from Attendance officer advising of 2 <sup>nd</sup> Warning	<ul style="list-style-type: none"> <li>● Highlight concern for the current report detailing % of missed day and total days absent.</li> <li>● Communicate KHDA requirements and contract signed</li> <li>● Request parents action to rectify &amp; Communicate parent responsibility and KHDA contract signed.</li> <li>● Next action: Remind them of current policy and next action: Warning letter 2</li> </ul>
Additional three (3) Instances (total 13)	Warning letter 2 signed by Principal	<ul style="list-style-type: none"> <li>● Highlight concern for current report</li> <li>● Present parent with raw report data, % of Absence, number of days absent.</li> <li>● Request parents action to rectify &amp; communicate parent responsibility and KHDA contract signed</li> </ul>
Any further incidences in the Term	Meeting with Key stage Leader/ HOD/Principal & Written Undertaking.	<ul style="list-style-type: none"> <li>● Highlight concern for current report</li> <li>● Present parent with raw report data, % of Absence, number of days absent/ late</li> <li>● Remind them of current policy and next action: Warning letter 2</li> <li>● Request parents action to rectify &amp; Communicate parent responsibility</li> <li>● Next Action: reenrollment rejection of student for next academic year</li> </ul>
20 consecutive days or a total of 25 days unauthorised absence		<ul style="list-style-type: none"> <li>● Written notice announcing refusal to re- enrol the student in the school for the next academic year</li> </ul>
<b>Late Arrival</b>		
First five (5) instances of Absence with in a Term	Written Warning 1 sent to parents and Student	<ul style="list-style-type: none"> <li>● Highlight concern for current report detailing % of late arrival and total days late.</li> <li>● Communicate KHDA requirements and school policy</li> <li>● Communicate parent responsibility</li> <li>● Next Action: Follow up call and Warning 2 letter</li> </ul>
Additional Five (5) Instances (total 10) in the same calendar month	Call from Attendance officer advising of 2 <sup>nd</sup> Warning	<ul style="list-style-type: none"> <li>● Highlight concern for the current report detailing % of missed day and total days absent.</li> <li>● Communicate KHDA requirements and contract signed</li> <li>● Request parents action to rectify &amp; Communicate parent responsibility and KHDA contract signed.</li> <li>● Next action: Remind them of current policy and next action: Warning letter 2</li> </ul>

Additional three (3) Instances (total 13) in the Term	Warning letter 2 signed by Principle	<ul style="list-style-type: none"> <li>• Highlight concern for current report.</li> <li>• Present parent with raw report data, % of Absence, number of days absent.</li> <li>• Request parents action to rectify &amp; Communicate parent responsibility and KHDA contract signed.</li> </ul>
Any further incidences in the following month	Meeting with Key stage Leader/ Principle & Written Undertaking.	<ul style="list-style-type: none"> <li>• Highlight concern for current report</li> <li>• Present parent with report data, % of Absence, number of days absent</li> <li>• Request parents action to rectify &amp; Communicate parent responsibility and KHDA contract signed</li> </ul>
Any further incidences		<ul style="list-style-type: none"> <li>• Written notice announcing refusal to re-enroll the Student in the school for the next academic year and communication with KHDA</li> </ul>

## 11. MODIFICATION OF SCHOOL TIMINGS

In certain circumstances, the Principal, upon the approval of the school's Board, may modify school timings to meet the needs of particular students. This will be announced to parents through any suitable means of communication (e.g. school newsletters, email or the school's parent portal).

When Students of Determination are on a part-time schedule or outreach placement, attendance targets will be set with the KHDA's guidance.