

Pakistan Islamia Higher Secondary School Sharjah, UAE



TARDINESS & ATTENDANCE POLICY

Attendance in school and punctuality is essential for successful attainment. both lateness and poor attendance have a detrimental effect on a child's educational attainment and life chances. The odd day off here and there soon mounts up as does late arrival resulting in missing lesson time and these have a significant impact on learning.

*“Working for Education is a privilege for
us”*

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Rationale:-

One of the most Pronounced disciplinary Problem in schools and in PIHSS Sharjah is the school truancy and tardiness that proves the urgent need for emerging policies to reduce the problem.

Introduction:

Regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. Attendance in school and punctuality is essential for successful attainment.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment.

SPEA (Sharjah Private Education Authority) guidelines for attendance are as follows:

98% and above outstanding,

≥96% very good,

≥ 94% good,

≥ 92% acceptable and

Less than 92% weak and very weak.

The school cannot authorise long absences. Absences of more than 2 days without the support of a sick note will be worked as unauthorised absence. If a student needs to miss school for any other reason other than illness, then this should be requested in writing and approved in advance by the Section Head of the respective cycle. The school reserves the right to strike off any student missing school for 20 consecutive or 25 non consecutive days according to MoE By-laws.

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.
- Make explicit to all (students, parents/guardians, and teachers) the schools 'expectations on attendance levels and support strategies to help students maximize their attendance.
- The school sees 94% attendance as the minimum expectation for all students and strives for all students to attend more than it.

Roles and Responsibilities:

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together, attendance can be improved and in turn will raise achievement.

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

Students are responsible to:

- Attend school regularly and attend all lessons.
- Arrive on time to school and to all lessons.
- Be fully involved in all lessons.
- Follow the procedures for attendance and punctuality.
- Be responsible for carrying out any work provided by the school during an authorised absence period.

Parents are responsible for:

- Making every effort to ensure that their child attends school every day and arrives on time.

- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Making 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.
- Informing a member of staff (usually Class Teacher/Section Head) of any reason or problem that may hinder their child from attending school.
- Working with the school to resolve issues where possible and ensure good attendance and punctuality.
- Contacting school, either by email/ Phone Call/ WhatsApp to the Class Teacher/Section Head, whenever their child is unable to attend the school.
- Informing the school immediately in the event of the student contracting an illness or suffering an injury which would make

1. An absence of 3 days or more likely, and
2. Subsequently keep the school informed on the student's progress.

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.

Class Teachers / Teachers are responsible for:

- Setting an example by having good attendance and arriving on time to registration – Teachers should be in the classroom by 7: 05 a.m. / 12:35 p.m.
- Marking the daily attendance register accurately at the start of the day.
- Marking the room attendance for all lessons taught.
- Alerting the Section Head if a student was present in the morning but absent for a lesson later in the day for further action.

- Emphasizing the importance of good attendance and punctuality.
- Ensuring absence notes/emails are received and record reasons of absence accurately.
- Contacting home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- If a parent is failed to contact school or answer email requests, the Section Head will be informed if a student has been absent for 2 days or more.
- Keeping a record of all intervention.
- Celebrating attendance and punctuality appropriately e.g. display certificates, appreciation mails/letters, etc.
- Setting an example by arriving on time to all lessons.

Section Heads are responsible for:-

Promoting, monitoring and supervising good attendance and punctuality within each cycle to ensure targets met.

- Collating an attendance and punctuality data sheet every month and give it to class teachers to discuss with their classes.
- Using a monthly attendance display to raise awareness for 100% attendance.
- Ensuring all teachers are familiar with and follow the Attendance and Punctuality Policy.

Outstanding $\geq 98\%$

Very good $\geq 96\%$

Good $\geq 94\%$

Acceptable $\geq 92\%$

Weak $< 92\%$

Procedure For Lateness (Tardiness):

The bell for the school is rung at 7:05 a.m./12:35 pm. Class Teacher's period starts at 07:10 a.m./1:00 p.m. All the pupils of the school are expected to report to their respective classes by 7:05 a.m./ 12:35p.m. Pupils coming after 7:10 a.m./12:40 pm will register their time of arrival.

If a student is coming late for the first/second time then a verbal warning will be given by the Section Head/ Class Teacher. The name of the student will be noted down in the late comers register.

If a student repeats it for three or four times then the matter will be reported to the parents over the phone that the child must reach school before 7:05 a.m. / 12:35 p.m.

A Students' statement will be recorded in the SPL (student personal log).

If a student is late for more than five days then the parents will be asked to visit the school to resolve the issue and a first warning letter will be handed over to them. The Child could be marked absent.

The matter would be brought into the notice of Vice Principal/Principal and student could be suspended for one/two days from the school.

If a student is late for more than 10 times in a month then a written notice announcing refusal to re-enroll the student in the following academic year.

Note: Teachers are always reminded to encourage pupils to be punctual and regular at school.

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. Class Teachers will maintain 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' fullest support and co-operation to tackle this. Some of the actions that may be taken by the school are:

1) A Warning phone call to parents by the school after recognition of on-going absence problems 2) Meeting with parents will be set up to establish circumstances.

3) As per the UAE Ministry of Education regulations, students who miss 20 consecutive or 25 non consecutive days in any school year may be at risk of not being promoted to the next grade 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 School SH/V.P or Principal prior to the absence. Examples include extra-curricular participation or extended illness.

A letter/Phone call acknowledging improved attendance will be sent to the parents whom had been monitored with concerns incase improvement is seen.

Long Absence Procedure;

If a student is absent from the school for **one week** without prior information and the school is unable to contact or arrange a meeting with the parents or the parents have no valid reason for absence or the school has turned down the students' application, a first warning letter will be sent to the parents on their mailing address.

If the student didn't show up in a due time, then a second warning letter will be sent to the parents, giving enough time (4 to 5 working days) to report.

In the last stage the strikes off form will be filled and the matter will be discussed with the principal. The name will be removed from the roll call register.

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.

Leave Procedures;

The school strongly discourages holidays being taken in term time 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. If leave is approved, then the leave application will be filed in SPL and the student will be marked AA (authorized absence).

Early Dismissal/ Short Leave from The school;

Parents inform the staff at the reception regarding the early dismissal.

Parents fill an early dismissal form (gate pass) which will be issued by the Admin Office with a valid reason and his phone no. The short pro forma will be signed by the respective class teacher and the section head. This gate pass must be handed to security on the way out of the school buildings.

In case the parent is not at the school and the student wants to leave early, then the short leave application filled by the student will be verified by contacting the parents and inquiring about the mode of transport the student will use. After recommending the short leave application, the section head will counter sign the leave and the student will hand it over to the gate keeper on the way out of the school.

If the school clinic recommends a student to leave the school, then the doctor/ nurse will contact the parents to come to the school. In the meantime the Section Head/ Class teacher will be informed.

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.

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.