

The Central School Dubai

Al Nahda 2 Dubai, United Arab Emirates

1]. Section-A

Title of the Policy	Attendance Policy	Designation	Principal
Name of Policy Writer	Mala Mehra	Date of Next Revision	28th March 2019
Date of Policy Revision	29th March 2018	Department/Section	Principal
Policy Code	TCS/PC/1819/01		

2]. Section-B

Approach	<p>Aims</p> <p>The aim of this policy is to work with students and parents to promote a positive attitude towards school attendance and provide a learning environment which encourages all our students to attend regularly and punctually, enjoy their learning and achieve their full potential.</p> <p>Objectives</p> <ol style="list-style-type: none"> 1. To achieve 95% + attendance for the school each academic year. 2. To minimise days taken as holiday and any persistent absence, during term time, in any one academic year. <p>Working Together: The School</p> <ol style="list-style-type: none"> 1. To support all students by providing a school environment that encourages regular and punctual attendance. 2. To promote the importance of good attendance at school. 3. To take an online attendance every morning during morning registration. Any absence from school will be recorded as <i>authorized</i> or <i>unauthorized</i>, (only the school can authorize absence, not parents). 4. To contact the parent/home if a student is absent for more than 1 day. 5. To contact the parent if attendance drops below 90% without good reason. 6. To reward excellent student attendance. <p>Working Together: The Student</p> <ol style="list-style-type: none"> 1. To attend school regularly and aim for 95%+ attendance each academic year. 2. To be on time for school and all lessons. <i>All students should be at school by 7:00 am.</i> 3. To make sure that the Almanac is used by parents to explain any absence. <p>Working Together: The Parent</p> <ol style="list-style-type: none"> 1. To promote the importance of good attendance at school. 2. To endeavor not to take their son/daughter out of school during term time (for
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	<p>example, a holiday).</p> <p>3. To ensure that their son/daughter leaves for school on time every morning allowing sufficient travel time in order to arrive punctually.</p> <p>4. To notify the school promptly of any absence (telephone call /email to Class Teachers and/or written note in the Almanac).</p>
<p>Rationale</p>	<p>The Central School believes that good attendance at school is a vital component to student success – and, according to research, those students with higher attendance rates will almost inevitably achieve better grades than others opting to miss out on more substantial periods of school. There is a correlation between good attendance at school and the chances of bolstered academic success; ten or more missed school days across Grades 10, 11 and 12 can signify a grade drop in achievement. Of students who miss between 10 and 20 per cent of school, only 35 per cent manage to achieve the highest grades in the CBSE examinations</p>
<p>Definitions & Context</p>	<p><u>Managing Absence at TCS School Dubai</u></p> <pre> graph TD A[ABSENCE] --> B[Contact] B --> C[Authorisation] C --> D[Trigger Point] D --> E[Intervention Support] E --> F[Leadership Referral] </pre> <p>The flowchart details the following steps and associated actions:</p> <ul style="list-style-type: none"> ABSENCE: The process begins when a student is absent. Contact: The school (Reception/class teacher) will contact parent/home when student is absent for more than 1 day. The class teacher will check the Almanac for note/reason from parent and speak with student on return to school. <i>Parent action: The parent notifies the school promptly of any student absence by a written note in the almanac to class teacher.</i> Authorisation: The school considers any absence against established criteria and decides whether absence is authorised or unauthorised. <i>Parent action: The parent submits an authorised Absence Request form to the Prp/HOS for any planned absence from school during term time.</i> Trigger Point: School speaks with student and contacts parent when attendance in any term drops below 90%. Meeting with parent may take place. <i>Parent action: Parent notifies school if there are any issues that may/are affecting their son/daughter's attendance at school.</i> Intervention Support: If attendance drops to 85% or below the school will work with the student and parent through an individual intervention support programme with agreed targets. <i>Parent action: The parent must support their son/daughter and the school in quickly improving the student's school attendance.</i> Leadership Referral: If persistent school absence continues the Principal may, in consultation with the Springdales School Board and KHDA, ask the parent to remove their son/daughter from the school roll where there is no significant improvement and/or valid reason for persistent absence/poor attendance.

Persistent Absence

Students that are absent for substantial parts of their education fall behind and struggle to catch up. They are more likely to under-achieve at school. When attendance drops below 90%, without genuine reason, the Class Teacher will speak with the student and the school will notify the parent/home. Attendance below 85% is considered to be persistent absence. The school will work with the student and parent through an individual intervention support programme with agreed targets. This will be facilitated through the Grade Coordinators.

If persistent school absence continues the Principal may, in consultation with the Central School Board of Management and KHDA, ask the parent to remove their son/daughter from the school roll where there has been no significant improvement and/or valid reason for persistent absence/poor attendance.

KHDA stipulates that a student should not progress to the next grade in April if there are 23 days or more of absence from school in one academic year without genuine or valid reason. A letter is sent to parents when a student exceeds 23 days.

Long Absentees need to be moved to the long Absentees Record in RIMS.

Strategies to Promote the Importance of Good Attendance at School

The school supports all students and promotes the importance of good attendance in the following ways:

100% Attendance in a term	Termly Award and House Points 5
98+% Attendance in a term	PRIDE Points 5
100% Attendance for 3 terms	Prize day Award

- Articles in school newsletter, student bulletin, letters to parents and progress report
- Positive ethos and messages in assemblies, zero period, lessons and parent-teacher meetings

Parent Request for Authorized Student Absence

We advise parents to endeavor to not take their son/daughter out of school during term time and to keep any absences to an absolute minimum. Any parent request to take their son/daughter out of school, during term time, must be in writing and addressed to the Principal (up to 10 days). Parents must write to the Principal if the absence exceeds 10 days. A parent must submit a Parent Request for Authorized Student Absence form .

The Principal may grant authorized absence for the purpose of family holidays or trips during term time, but is not obliged to do so. Any parent request must be made in advance and the Principal must be satisfied that there are special circumstances that warrant the absence. It is for the Principal to decide what constitutes special circumstances. All parent requests will be judged on a case-by-case basis and the Principal will take into account individual circumstances such as student attainment, attendance, ability to catch up on missed lessons and work, proximity of examination/test dates and any other key events on the school calendar.

The Importance of Attendance and its Relationship with the Curriculum

All subjects at school are important. When a student misses a school day, they not only miss out on the learning within each subject and benefit of full instruction from their qualified teacher, they will have to then spend additional time catching up on and completing missed classwork and homework. This can lead to a student experiencing anxiousness and frustration at not being able to catch up, due to an increased workload. The school will always support any student that has missed out on school lessons – but it is the responsibility of the student to be proactive, to speak to his or her teachers on their return to school, and catch up on missed classwork and homework. The school will not set work ahead of any authorized or unauthorized absence.

The school values the curriculum time spent on other learning and cultural activities; these include National Day, International Day and Sports Day. It is important that parents and students recognize that these are an integral part of the school calendar; attendance at such events is both important and valuable to a student's learning and personal development. Any unexplained absence will be recorded as an unauthorized absence.

Evaluation

The respective Head of School takes responsibility for overseeing the Attendance Policy and attendance figures at Central School. This Policy will be reviewed annually.

*Policy
Committee
Members*

Policy Incharge: Mala Mehra

Date:

Approved by: Mala Mehra



*Mehra
29/3/18*

Signature of Principal