



AL BASMA BRITISH SCHOOL

2023-2024

Policy: Student Attendance and Absence

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Corresponding to Policies (54 & 55) and Article (59 & 60) of the Organising Regulation

DEFINITION(S):

For the purposes of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the School calendar.

Absence refers to the days when students fail to attend School.

A student who does not miss a single class throughout the year is said to have 0% absence record or 100% attendance record.

Absence rates above 10% should be regarded as a cause for concern.

Authorised absence is absence for an approved reason.

Unauthorised absence is absence for an unapproved reason

Truancy is unauthorised as it is without a Parent or Guardian's knowledge or authorization.

The **School** refers to Al Basma British School

PURPOSE(S):

- To ensure that students attend all classes and activities that result in their understanding of the curriculum and the subjects being taught.
- To encourage all students to attend all classes in a timely manner, so that they maximise the educational benefit of being in School.
- To ensure that unauthorised absences are dealt with firmly and effectively.
- To support the Council's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.

POLICY:

At the beginning of the academic year, School shall issue to Parents/Guardians this Council-approved attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded.

Basic requirements and responsibilities in relation to students' attendance and punctuality at School are as follows:

- Students are expected to attend School on every school day as specified in the School calendar.
- Students shall arrive at School punctually at 7.35am every day, attend morning assembly, registration and attend classes on time.
- Teachers will maintain a record of attendance by students for every lesson.

- School will maintain accurate daily attendance data for each student, including timely or late arrival to School and early collection.
- Parents / Guardians will make every effort to ensure that their children attend School every school day and arrive on time.
- School administration will excuse students for being late in the morning on days with adverse weather conditions (e.g. heavy fog or rain)
- If students need to be absent from School for a particular day or number of days the Parents/Guardians must inform the School at least 10 days in advance of the authorised absence so that teachers can prepare the assignments that will be missed during the absence.
- When a student returns to School following an absence, Parents/Guardians must send a signed note or email from the parent's registered email address to the School indicating the reason for the student's absence.
- Students are responsible for completing all assignments missed during an authorised absence and submitting them on their return.
- Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

The School will seek to achieve low absence rates by:

- Following up on all unexplained absences.
- Providing a safe, caring and engaging learning environment that encourages and stimulates students.
- Recognising and rewarding excellent or improved student attendance.
- Implementing strategies and programmes 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.

Authorised Absence

The following types of absence may be regarded as authorised when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- Illness
- Death of first or second degree relative
- Scheduled doctor's appointment
- 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
- Religious observance

If an absence is authorised a student has the right to make up the work and assessments that were missed.

Unauthorised Absence

The following types of absence may be regarded as unauthorised:

- Shopping trips
- Unnecessary travel
- Other absences not included in the authorised list

If an absence is unauthorised the School will agree with the Parents/Guardians on the appropriate course of action regarding the work and assessments missed.

Truancy

Students are considered to be truant if they are absent from School without their Parent or Guardians permission or knowledge, or if a Parent or Guardian has colluded with the student so that they are absent for an authorised reason but an unauthorised purpose. Truancy is an unauthorised absence and school will immediately inform Parents and Guardians of the truancy and hold discussions with them and the students and closely monitor their attendance.

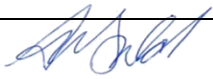
Long Term Absence

If a student is absent for 15 consecutive days for an unauthorised reason the School has the right to remove them from the register and is required to report the absence to ADEK.

ROLES AND RESPONSIBILITIES:

The Principal will:

- Develop, implement and regularly review the School's policies and procedures for promoting good attendance, and follow up on excessive absence including truancy, and ensure full compliance with the Council's requirements.
- Ensure that the School's attendance policies and procedures are implemented and adhered to.
- Ensure effective administration of student attendance and recording daily attendance at all lessons.
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff.
- Set procedures for dealing with poor attendance and tardiness.
- Recognise students with exemplary attendance records.
- Address and limit excessive absence including truancy as per the Council's requirements, and seek to identify the root causes of such behavior.
- Regularly report to the relevant council division regarding student attendance

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