

## Attendance Policy

### Rationale

The School recognises the importance of regular attendance of pupils. This policy aims to ensure the best possible pupil attendance to follow up procedures for pupil absence. It has been established through extensive research that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers.

Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

### Responsibility of the Parents

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time. Parents determine when an absence should be excused, and should call in those absences prior to the absence or by 10:00 a.m. of the day on which the student is absent.

### School Responsibility

Pristine Private School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

### Aims

This attendance policy is designed to foster a culture of learning in the School.

This policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents to school and from school to parents about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.

### **Key Points**

- Students should be in school every scheduled day.
- Students are expected to attend every class.
- Except in the case of excused late arrivals and early dismissals, students must adhere to the following daily routine

### **Attendance and punctuality:**

#### **The daily routine: Timing of the School Day**

FS: 7:35 AM to 12:00 Noon, Late Pickup for FS should not exceed 12:20

Year 1 Year 13: 7:35 AM to 2:00 P.M.

Late Pickup for Year 1 to Year 13 should not exceed 2:20 PM

- In case repeatedly not being picked up on time after subsequent 3 warnings, the School reserves the right not to register the child in the next academic year.
- Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.
- Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.
- Parents, the students and the school must work together to improve and maintain high attendance rates.

#### **The responsibilities of the school include:**

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relations to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.

#### **The Responsibility of the Parent**

- Reading, ratifying and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.

- Understanding and upholding the school's policy which states that continued tardiness and Absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.
- Ensuring that their child attends school in complete school uniform and is fully equipped for the lessons.
- Recognizing that there are legitimate and unavoidable reasons for absence, parents/guardians may call in to the School to excuse a student's absence. **To excuse an absence, the parent/guardian must call the School office at 04-2674299 / 042675822 prior to the end of the school day on which the student is absent. If an absence is not called in by 2:00 pm, the absence is unexcused.**
- The parent/guardian must leave a return telephone number, and a reason for the absence. No one except a parent or guardian may excuse an absence for a student.
- Excused absences should be called in as early as possible.
- All absences due to any medical/Issues for school-sponsored field trips are considered excused.
- When a student comes to class more than ten minutes after formal instruction has begun, she/he is considered absent.
- In extenuating circumstances, a student or his/her parent/guardian may appeal to the administration to resolve attendance issues.

If a student arrives later than 7.35am they are considered late. In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
Tardiness – 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 tardiness in a short period of time such as a month or an academic term	Written warning to student and notify parents. Tardiness will be noted in the students' progress report
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the principal or a designated person by the principal.  Parents and student to sign a written pledge not to repeat the offence.  Tardiness to be noted in students' progress report.



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	Any additional incidents to the above	At the discretion of the school, decision might include one or more of the following: <ul style="list-style-type: none"><li>• Community hours at the school or beyond.</li><li>• Detention during school break or after school hours.</li><li>• Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.</li><li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year</li></ul>
Offence	Frequency	Implications
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and notify parents. Absent days will be noted in the students’ progress report.
	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students’ progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"><li>• Community hours at the school or beyond.</li><li>• Detention.</li><li>• Temporary suspension for up to three days where the student will receive a “zero” on any test administered</li></ul>





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		<p>during suspension days.</p> <ul style="list-style-type: none"><li>• A written notice announcing refusal to re-enroll the student in the school for the following academic year.</li></ul>
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These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.

**Excused Absences:**

- Students are responsible for make-up work associated with excused absences. In addition to their availability during the school day, faculty members will establish a time before or after school when they are available to assist students with make-up work. If students are unable to come at this designated time, it is their own responsibility to arrange a time to collect make-up assignments from their teachers, and to turn them in. If a student is absent, make-up work must be turned in within one week of his/her return.
- If a student is excused for an extended period, the teacher shall determine an appropriate and reasonable time - frame for make-up work.
- Teachers will make reasonable efforts to help students make up missed work, but students, parents and guardians must understand that time lost from class is irretrievable. The more often a student is absent from class, the greater the likelihood that his or her learning and grades may suffer.
- PPS will notify parents/guardians when a student has excused absences of more than 2 in a Term and a conference may be arranged. Parents/guardians need not wait until for a call to set up a conference. They are encouraged to contact their child's learning managers or administrator regarding concerns about their child's attendance.

**Unexcused Absences:**

When in school, students are expected to attend all classes and assigned meetings unless excused by an administrator or the nurse.

- If a student is in school, fails to attend a class, and does not have such an excuse, the absence is unexcused.
- If a student arrives more than 10 minutes late to a class, the tardy converts to an unexcused absence.
- If a parent fails to call a student in by 10:00 p.m. on the day of an absence, the school will classify the absence as unexcused.
- Parents/guardians will be called for explanation if a student has an unexcused absence.



**Excused Late Arrivals and Early Dismissals:**

- If students have doctors' appointments or other obligations that require them to arrive late at school, the parents/guardians may call prior to the student's arrival at school to excuse the late arrival. Upon arrival at school, students should check in at the office to receive permission to go to class.
- Once the school day has begun and a student is in attendance, she/he may be dismissed via a parent/guardian phone call. Early dismissal phone calls must be received prior to the student's departure.
- If the school does not receive timely notification of a late arrival or early dismissal, the student's absence from any classes will be recorded as unexcused.
- If the parent/guardian notifies the school, the student may return to school for a portion of the day after a dismissal. If the returning student will be entering a class late, she/he should check in at the office to receive permission to go to class.
- It is the student's responsibility to follow up with the teacher regarding missed work if s/he has missed a class due to a dismissal.

<b>Policy Details</b>	<b>Attendance Policy</b>
<b>Version Date</b>	<b>August 2017</b>