



ATTENDANCE POLICY

(2024 – 2025)

POLICY INFORMATION

Policy Name:	Attendance Policy
Policy Code:	WB 004
Department:	Wellbeing
Approved By:	Principal
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Attendance Policy

Introduction

Attendance refers to the total number of school days that a student attends during the academic year according to the approved school calendar.

Purpose

This policy aims to:

1. Ensure that students are committed to attending classes and both curricular and extra-curricular activities.
2. Clarify the school's expectations regarding full attendance of students without exception, through a clear policy and effective communication with parents.

Our Vision: Preparing a distinguished, loyal generation open to the world in an inclusive environment that strengthens identity and fosters tolerance
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Our Strategy

School Attendance Policy

- Students at Al Yahar Private School must attend school on all school days as specified in the approved school calendar.
- Students are required to arrive at school on time, attend the morning assembly daily, and participate in zero-period classes, regular classes, activities, and events punctually.
- The academic staff maintains a record of student attendance for each class.
- The school keeps accurate records of daily attendance for each student, including timely arrivals and late arrivals.
- In the event of a student's late arrival to school, the parent must provide an acceptable excuse for the delay.
- If a student needs to miss school on a specific day, the parent must inform the school of this.
- Upon the student's return to school after an absence, the parent must send a signed note to the school explaining the reason for the absence, along with any required documentation related to the absence.
- The student is responsible for completing any missed homework during their absence.
- Parents must ensure that family vacations align with the scheduled school holidays.

Absence Policy

Definition:

Absence refers to the school days when a student does not attend school. A student who does not miss any classes throughout the year has an absence record of 0% or an attendance record of 100%. Absences exceeding 10% should be considered a cause for concern, with absences distinguished as authorized or unauthorized, as well as intentional absences from school.

Objective:

This policy aims to:

1. Encourage students to attend all classes punctually to maximize educational benefits of being in school.
2. Address unauthorized absences firmly.

School Absence Policy:

This policy is related to student attendance at school and timely, regular participation in lessons to achieve low absence rates by:

1. Immediate follow-up on unauthorized absences. At Al Yahar school, the social workers usually call parents to check the reasons for being absent.
2. Providing a safe learning environment that fosters care, encouragement, and motivation for students.
3. Recognizing excellent attendance or improvements in attendance and rewarding students for it. The school honored students with excellent attendance record with certificates like star of the week.
4. Implementing strategies and programs to address individual student attendance issues.
5. Providing clear and specific information to students, their parents, and school staff about the rules and consequences related to student attendance, along with conducting awareness lectures to share the attendance policy with everyone.

The school accepts excuses for students who are late in the morning on days when weather conditions are poor, such as heavy fog.

Procedures to be followed by parents

Parents who intend to keep their children out of school for several school days must inform the school at least ten days in advance of the expected absence. This allows teachers to prepare a list of assignments and tasks that the student will miss during their absence. The student, or their parent, is responsible for communicating with the school to find out the assignments and tasks assigned to the student, and the student must complete and submit them to the teacher before leaving and missing school, or shortly after returning.

Types of Absences:

Justified Absence

A justified absence is supported by a signed note from the parent or verified by official documents, such as:

- Illness
- Death of a close family member (first or second degree)
- Scheduled medical appointments
- Sudden travel, such as for medical treatment or the death of a family member.

If a student's absence is justified, they have the right to make up for missed work and tests. If the absence is unjustified, the school will take appropriate action in agreement with the student's parent.

Unjustified Absence

The following types of absence are considered unjustified:

- Trips and travel for leisure
- Other types not listed under justified absences.

School Policy on Repeated Unjustified Absences:

- First written warning and the student signing an agreement not to repeat absences without an excuse.
- Contacting the student's parent to sign an agreement to modify the student's behavior.
- Monitoring the student's behavior with guidance sessions.

Roles and Responsibilities:

The social worker at Al Yahar School is responsible for the following:

- Preparing, implementing, and regularly reviewing policies to promote good attendance.
- Monitoring cases of repeated and intentional absences from school, applying the regulations of the Department of Education and Knowledge and the Ministry of Education.
- Providing clear information to students, parents, and school staff about the consequences of students failing to attend school.
- Implementing the school's attendance policy and procedures by recording daily attendance.
- Communicating with parents in cases of student attendance issues and addressing instances of repeated and intentional absences if they occur.

References:

School Policy Guide from the Department of Education and Knowledge and the Emirates Education Foundation.

Follow-Up:

Regular procedures will be implemented in classrooms to monitor attendance and tardiness, and necessary actions will be taken, such as communicating with parents and guiding and encouraging students to achieve excellent attendance.
