



Ain Al Khaleej School Absenteeism, Including Short/Long-Term Absenteeism Procedure Plan

Implemented and monitored by:

Principal

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AAKPS Absenteeism Procedure Plan

Teacher Role and Responsibilities

Teachers are expected to arrive at school by or before 7:30am and remain at school until 3:30 pm daily. Classes run from 8:00 am until 2:30 pm and professional development/planning/and meetings will be held from 2:30 pm to 3:30 pm. **Attendance** is always mandatory in all classrooms as well as during any staff/faculty meetings, team meetings, professional development, and other events that are announced. Teachers are responsibly for students and their well- being **always**. Teachers are to be at their designated area/classroom and will be held accountable if any student misconduct or student misbehavior leads to health and safety issues due to the absenteeism of the teacher unless receiving prior approval from administration.

The following criteria must be exercised in lieu of an absence:

- ☞ Teachers must present a valid excuse for absence in writing upon return (ie. medical, bereavement etc.)
- ☞ Teachers must inform HR of childbirth date at least 2 months prior to delivery date so long-term (substitute teacher) cover can be arranged.
- ☞ Teachers must notify the administrative staff (HR) and Heads of Sections prior to 6:30 am on day of absence **via email**. After that time, teachers are expected to attend the school, for at least the first period and arrange leave with administration.
- ☞ All medical notes must be scanned and sent for approval within 24 hours of return.
- ☞ Each teacher must create an Absence Folder and submit to Heads of Section
- ☞ If absent, teachers must provide a relevant medical note to HR upon their return. **Any absences not supported by a valid medical note will not be accepted as an approved absence.**
- ☞ The Principal and HR must:
 - Track trends and concerns for regular absentees will be addressed by the Principal, Vice Principal or HR with a Letter of Clarification which will also be added to the teacher file and used during teacher evaluation at the end of the year.
- ☞ Letters of Clarification, based on attendance, will occur when:
 - a teacher returns to work from an absence without submitting a valid medical note within 24 hours of returning.
 - obvious attendance trends are noticed based on monitoring spreadsheet (i.e., regularly absent on deadline days, absent regularly on Mondays or Fridays)
 - an absent teacher does not directly inform the administration, via message, prior to 6:30 am that they will be absent.
- ☞ Teachers written-up with a Letter of Clarification must receive a copy for their records. A private meeting with administration will be held.
- ☞ After three (3) occurrences related to tardiness, actions will be as follows:
 - Letter of Clarification will be issued, signed, and added to teacher file.
 - Up to 1 full day deduction will be penalized.
- ☞ Consequent occurrences of tardiness may result in termination.
- ☞ Teachers will be asked to sign and return all Letters of Clarification

NOTE: AAKPS procedures are created to aligned with (Labor Law)

AAKPS Long-Term Absenteeism Procedure Plan:

1. Teachers on maternity leave or long-term illness must be replaced with qualified, ADEK PASS approved teachers.
2. Teachers must notify HR as soon as possible to provide time for recruitment process (*refer to recruitment policy for steps and procedures)
3. Once a staff member has successfully completed the recruitment process and has attained ADEK PASS approval, staff will go through both formal and inform induction (HR and Heads of Sections) where they will also have an opportunity to shadow the current teacher so that transition is smooth and does not interrupt student learning.

AAKPS Short-Term Absenteeism Procedure Plan:

1. All short-term absenteeism must follow the same process as absenteeism listed above.
2. AAKPS has a cover roster which is updated daily. Cover is dependent on the subject and qualification of teacher. Teacher only covers and teach subjects they are qualified to teach.
3. All Heads of Sections are provided with cover material through the school drive, where weekly material, lesson plans and links are provided.
4. The cover teacher continues with scope and sequence through resources provided by Heads of section.