



مدرسة عين الخليج الخاصة Ain Al Khaleej Private School



Student Attendance Procedure Plan

Rationale

The school recognises the importance of regular student attendance. This policy aims to ensure the best possible attendance monitoring procedure plan to ensure students' progress. It has been established, through extensive research, that academic success is intertwined with student attendance practices. 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 therefore, academic Grades.

Responsibility of the Parents

Parents/guardians are valued stakeholders and have direct impact on students' attendance practices. Parents need to call the school and notify them if their child's absenteeism is excused by 10:00 a.m., the same day the student is absent.

School Responsibility

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

Aims

This attendance procedure plan is designed to foster a culture of learning in the school.

AAPKS Procedure Plan:

- Establishes firm expectations that all students are on-time and attend classes promptly as this is important in sustaining a consistent learning environment that meets everyone's learning needs.
- Provides significant flexibility in accommodating legitimate absence or lateness with minimal administrative interference.
- Assures an efficient line of communication between parents and school regarding attendance practices for both students on campus and distance learners to ensure the least amount academic impact.
- Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.



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Key Points:

- Students should be in school every academic calendar day.
- Students are expected to attend every class on time.
- With case of excused absenteeism, late arrivals and early dismissals, students must adhere to the following daily routine.

Attendance and Punctuality:

The daily routine: Timing of the School Day

KG: 7:45 AM to 12:00 pm

Late Pickup for KG should not exceed 1:00 pm.

Grade 1 to 12 both MOE and American Section: 7:30 AM to 2:00 P.M.

Late Pickup for Grade 1 to 12 should not exceed 2:30 PM

- In case repeatedly late picked up (3 subsequent warnings) the school reserves the right not to register the child in the next academic year.
- Students' tardiness has a direct impact on classroom learning as students tend to be disruptive when entering the class late.
- Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will always secure and improve teachers' attendance and ensure that students are not left without a qualified teacher.
- Parents must work alongside of the school to improve and maintain high attendance rates.

The responsibilities of the school include:

- Sharing and implementing a school procedure plan on attendance and punctuality which stresses that attendance for all students is mandatory to establish transparency between the school and home.
- Inform parents and students of AAKPS attendance procedure during time of registration and if amendments have transpired throughout the year.

The Responsibility of the Parent:

- Reading, understanding, and following the AAKPS Attendance Procedure Plan
- Promoting their child's attendance and punctuality and abiding by the schools' timings
- Understand and uphold the AAKPS Attendance Procedure Plan which states:
 - continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment during the upcoming academic year.
- Ensures that their child attends school wearing the approved school uniform and is fully prepared for the lessons.
- Recognizes that there are legitimate and unavoidable reasons for absence, parents/ guardians may call the school to excuse a student's absence. To excuse an absence, the parent/guardian must call the school office at 03-7811232 / 0563005684 prior to the end of the school day on which the student is absent. If an absence is not called in by 10:00 Am, 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.



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- 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 8:10 Am 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.
	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">• Community hours at the school or beyond.• Detention during school break or after school hours.• Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.• A written notice announcing refusal to re-enroll the student in the school for the following academic year

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"> • Community hours at the school or beyond. • Detention. • Temporary suspension for up to three days where the student will receive a “zero” on any test administered 5 during suspension days. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.

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.

- AAPKS 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 A.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.