

**ATTENDANCE POLICY**

*“The future holds no place for those who lack knowledge and education.”  
His Highness Mohammed Bin Zayed Al Nahyan*



**Motto**

**Find True Wisdom**

**Vision**

**To be a centre of excellence in provision and promotion of quality education.**

**Mission**

- To help children become confident, informed, purposeful and independent.
- To provide an enriching and stimulating environment within which the child becomes an active explorer.
- To provide a framework of discipline which empowers a child to develop self-discipline and a strong sense of self.
- To provide a cross-cultural environment in which the foundation of global peace may be laid.
- To awaken children’s interest in all subjects and to encourage in them a love for learning.

**Rationale**

Scholars Indian School believes that good attendance at school is a vital component to student success – and, according to research, those students with higher attendance rates will almost inevitably achieve better grades than others opting to miss out on more substantial periods of school.

## Aims

The aim of this policy is to work with students and parents to promote a positive attitude towards school attendance and provide a learning environment which encourages all our students to attend regularly and punctually, enjoy their learning and achieve their full potential.

## Objectives

1. To achieve 95% + attendance for the school each academic year.
2. To minimise days taken as holiday and any persistent absence, during term time, in any one academic year.

## Working Together: The School

1. To support all students by providing a school environment that encourages regular and punctual attendance.
2. To promote the importance of good attendance at school.
3. To take the attendance register every morning during tutor time. Any absence from school will be recorded as authorised or unauthorised (only the school can authorise absence, not parents) (Unauthorised absences are those which a school does not consider reasonable. This includes: Parents keeping children off school unnecessarily, truancy, and any absences that are not properly explained).
4. To contact the parent/home if a student is absent for more than a day.
5. To contact the parent if attendance drops below 90% without good reason.
6. To reward excellent student attendance.



## Working Together: The Student

1. To attend school regularly and aim for 95%+ attendance each academic year.
2. To be on time for school and all lessons. *All students should be at school by 7:40 am.*
3. To attend school, as normal, when not on a school trip or visit
4. To make sure that the Student Organiser (Page No.52) is used by parents to explain any absence.

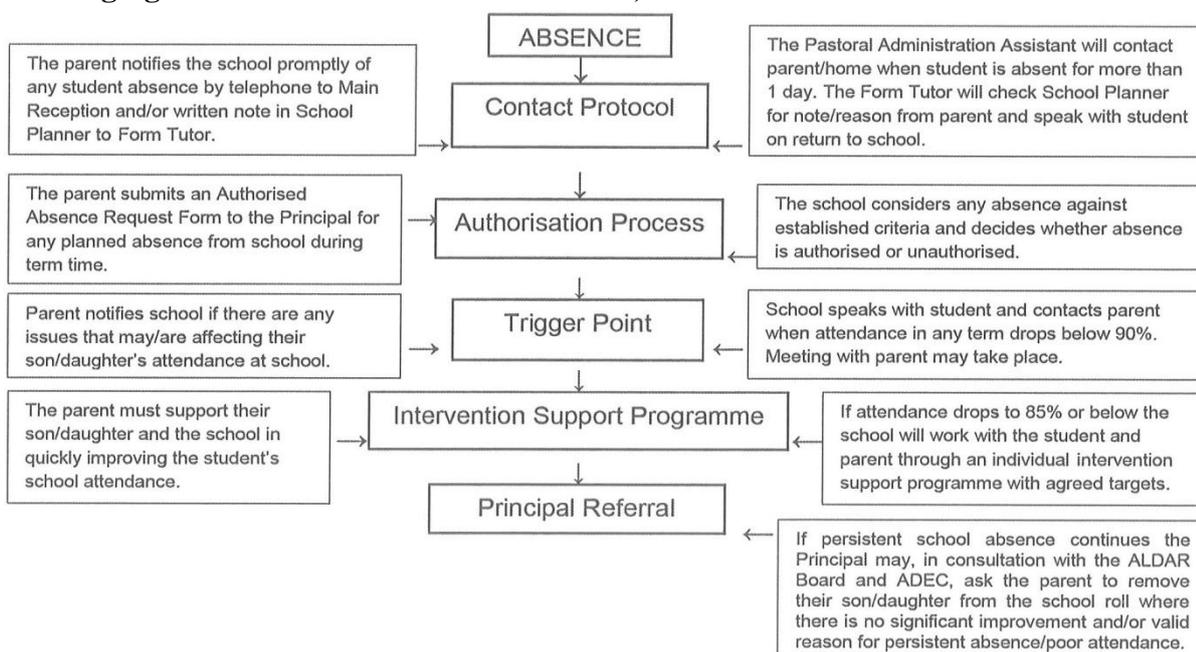
ABSENCE/PUNCTUALITY - RECORD					
Sl.No.	Date of Absence	Reason	Signature		
			Teacher	Parent	Principal

**\* Parents are requested to use this page when applying for short leave explaining the absence of your wards.**

### Working Together: The Parent

1. To promote the importance of good attendance at school.
2. To endeavour not to take their son/daughter out of school during term time (for example, a holiday).
3. To ensure that their son/daughter leaves for school on time every morning, allowing sufficient travel time in order to arrive punctually.
4. To notify the school promptly of any absence (telephone call to Main Reception and/or written note in School Planner to Form Tutor).
5. School is from 7:50 am to 1:50 pm Sunday to Thursday during term time. Parents, drivers or friends of the family are not permitted to remove/collect a student from lessons or school without the permission of the Principal.
6. To endeavour to make any medical appointment (doctor/dentist/hospital) after 2:30 pm or at the weekend.

### Managing Absence at Scholars Indian School, Ras Al Khaimah



**Persistent Absence**

Students that are absent for substantial parts of their education fall behind their friends, struggle to catch up and are more likely to under-achieve at school. When attendance drops below 90%, without genuine reason, the form tutor will speak with the student and the school will notify the parent/home (*Attendance Letter 1*). Attendance below 85% is considered to be persistent absence. The school will work with the student and parent through an individual intervention support programme with agreed targets.

If the persistent school absence continues the Principal may, in consultation with the MOE, ask the parent to remove their son/daughter from the school roll where there has been no significant improvement and/or valid reason for persistent absence/poor attendance.

**Strategies to Promote the Importance of Good Attendance at School**

The school supports all students and promotes the importance of good attendance in the following ways:

- Reward System
- 100% attendance for the year: Proficiency Award
- Articles in school newsletter, student bulletin, letters to parents and progress report
- Positive ethos and messages in assemblies, tutor time, lessons and parent evenings

**Parent Request for Authorised Student Absence**

We advise parents to endeavour to not take their son/daughter out of school during term time and to keep any absences to an absolute minimum. Any parent request to take their son/daughter out of school, during term time, must be in writing and addressed to the Principal. A parent must submit a Parent Request for Authorised Student Absence form\*\*.



**\*\* Parent Request for Authorised Student Absence**

Student's Name ..... Class: .....

Proposed date(s) student will be absent:

From ..... To .....

Reason for Absence:

.....

.....

.....

.....

Parent's Name ..... Tel. No.: .....

Email: .....

Parent’s Signature:..... Date: .....

Principal’s Signature ..... Date .....

Principal’s decision: Authorised / Not authorised.

Principal’s reason(s) if not authorised:

.....  
.....  
.....

Reception will update the attendance records/register and notify parent of Principal’s decision.

Date..... Secretary: .....

Class Teacher: .....

The Principal may grant authorised absence for the purpose of family holidays or trips during term time, but is not obliged to do so. Any parent request must be made in advance and the Principal must be satisfied that there are special circumstances that warrant the absence. It is for the Principal to decide what constitutes special circumstances. All parent requests will be judged on a case-by-case basis and the Principal will take into account individual circumstances, such as student attainment, attendance, ability to catch up on missed lessons and work, proximity of examination/test dates and any other key events on the school calendar.

**The Importance of Attendance and its Relationship with the Curriculum**

All subjects at school are important. When a student misses a school day, they not only miss out on the learning within each subject and benefit of full instruction from their qualified teacher, they will have to then spend additional time catching up on and completing missed classwork and homework. This can lead to a student experiencing anxiousness and frustration at not being able to catch up, due to an increased workload. The school will always support any student that has missed out on school lessons – but it is the responsibility of the student to be proactive, to speak to his or her teachers on their return to school, and catch up on missed classwork and homework.

The school values the curriculum time spent on other learning and cultural activities; these include National Day, International Day and the Sports Day. It is important that parents and students recognise that these are an integral part of the school calendar; attendance at such events is both important and valuable to a student’s learning and personal development. **Any unexplained absence will be recorded as an unauthorised absence.**

**Evaluation**

The Vice Principal takes responsibility for overseeing the Attendance Policy and attendance figures at Scholars Indian School. This Policy will be reviewed annually.

WISHING EVERY STUDENT A SUCCESSFUL ACADEMIC YEAR – 2017-18

**Prof. M. Abubaker  
Principal**

**April 1, 2017**

