



# ICS Mushrif Policy Document

**While all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.**

## Attendance Policy

Approved by: Governing Board Date: October 2021

Last reviewed on: Date: June 2023

Next review due by: Yearly Date: June 2024

### Overview

The Administration and staff of International Community School are fully committed to ensuring that ICS students attend all classes on time, attend on a regular basis, that absences are kept to a minimum and that all lateness, attendance and absences are recorded. This policy is written in conjunction with Policy 54 and Policy 55 of the ADEK Private Schools Policy and Guidance Manual 2014-2015. This policy is issued to all parents at the start of each year.

### Aims

ICS aims to encourage students to be at school and to attend classes on time and to only be absent when it is absolutely necessary. ADEK states that 96% plus is considered as a very good level of attendance of a student at school. Our aspiration for all our students is outstanding at 98% or above.

ADEK Rating	ADEK Attendance %	No. of Days Late/Absent
Outstanding	98% and above	3
Very Good	96%	7
Good	94%	11
Acceptable	92%	14
Weak	Less than 92%	15-17
Very Weak	Less than 90%	18 and above



## **Definitions**

**Absenteeism:** This refers to official school days when a student does not attend school.

**Authorized absences:** An absence that has been approved by the school principal; an absence that is reported to the supervisor before the parents are phoned; or an absence that is supported by certified documents from a hospital, doctor or an official authority.

**Unauthorized absence:** An absence that has not been approved by the principal, unjustified absence or an absence that has not been communicated to the school.

**Lateness:** A student who arrives at school after 7:35 am.

### **An absence could be classified as authorized, in cases of:**

- Disease or illness
- Medical appointments
- Official community mission
- Compulsory attendance to an official authority
- Unexpected travel for medical treatment or the death of a family member
- Prior consent from the principal.
- Religious events

### **Reasons an absence could be classified as unauthorized:**

- Shopping trips
- Non-essential travel
- Other types of absences not included in the authorized absence classification

With this as a guiding principle, the following procedures are implemented at International Community School, Mushrif:

### **Attendance and absenteeism**

- Teachers are required to keep take attendance every morning and must keep a record of attendance in each classroom
- Teachers are required to write down late comers and students that have not arrived at school on the class register
- The supervisors are required to collect the class register and to contact parents of students who have not arrived to school within the first hour of school starting (depending upon the number of students absent)
- Supervisors verify that records are correct and place them on eSIS
- Supervisors report any prolonged absences to the Principal or Vice Principal.
- Supervisors keep a record of students' attendance, absences and lateness.

No student is allowed to be absent from school without the permission, knowledge or consent of his parents or guardian. The school will immediately notify the parents and hold a meeting with them and the student to discuss the issue and to monitor the student's attendance more closely thereafter.

If a student's absence is classified as authorized, he/she is entitled to retake missed assessments and tests. Parents who intend for their children to be absent from school for several days should inform the school administration via an email or a filled out parent request form, at least 10 days in advance



unless unforeseen or unexpected. The parents shall be responsible to keep in contact with the school so that the student receives their homework and tasks and should deliver them to the teacher shortly after his/her return.

Where an absence is unauthorized the school will agree with the parent the appropriate course of action pending completion of an investigation into the circumstances of the absence.

### **Lateness**

**Grade KG-12 :** A student is considered **late** when he/she arrives after the class has started at 7:35 AM.

### **Procedures for latecomers**

1. Any student who arrives after 7:35 am will be allowed in school and must proceed immediately to their class. He/she will be given a late slip. Students will not be permitted to class without a late slip.
2. Any student who arrives after 7:50 am will be allowed in school and must proceed to the auditorium. He/she will be given a late slip. These students may not be permitted to attend the first period.
3. Any student who arrives after 8:00 am will be allowed to enter only with the parent/guardian through reception, where a valid reason must be provided. They must proceed to the auditorium and collect a late slip. When a child arrives late without a parent they will be contacted as soon as possible to discuss the matter and the child may not be permitted into lessons until then.
4. Time of arrival is recorded at reception by the duty teacher.
5. Supervisors contact parents of students who are late 3 times, (level 1 misconduct)
6. Next 3 late incidents, supervisors contact parents again (level 1)
7. Further incidents of lateness will move the misconduct to level 2. In this case, supervisors send a written warning to parents of late children.
8. Next, parents are called for a meeting with the section advisor.
9. Following this, should there be no improvement, the parent will meet with a member of SLT
10. As per ADEK rules and regulations, ICS reserves the right to detain the student from attending one period or suspended for a whole day, in case of persisting lateness.
11. ICS reserves the right not to register the child in the following year should lateness persist.

The school administration shall accept latecomers' excuses in the morning during days in which the weather is bad and if the reason is justified.

### **Responsibilities of parents:**

- Ensure that their children attend school every day and arrive at school on time for the first period and are collected from school on time.
- Avoid planning trips during school time.
- Avoid doctor's appointments during school time.
- Notify school in advance, where possible, of any absences (10 days for any pre planned reasons).
- Provide evidence of reasons for absences.



- Make sure students are going to bed at a reasonable hour in order to be able to wake up early in the morning.
- Educate their children on the value of time and punctuality.
- Be responsible for requesting details of assignments and tasks that will be missed.
- Ensure their child completes and returns any required tasks or assignments, in advance or on their return, as requested by the school.
- Send a signed note explaining the reason for a student's absence.

### **Individual rewards and recognition**

- Students who are committed to attending school and have no days absent recorded during the term, will receive a special certificate for attendance.
- Classes and grade levels are recognized and congratulated publicly for the collective good attendance and punctuality records.

### **Expulsion**

The school reserves the right to expel a student in case of ten days, continuous, unexcused absence; or 15 days cumulative, intermittent unauthorized absences, after the steps above have been followed and documentation kept. This will only happen after three warning letters have been sent at least three days apart from each other. The expulsion order will be issued by the Principal to the guardian and approved by ADEK.

### **Monitoring and Review**

School maintains accurate daily and punctuality data for each student.

As the school monitors attendance, it looks for both exemplary and unacceptable levels of lateness or absences or particular patterns of absences.

### **Linked Policies:**

- Behavior Code
- Child Protection

### **This policy is written in conjunction with the following legislation:**

- ADEK Policy and Guidance Manual (2014-2015)
  - Policy 12: Public Holidays, Corresponding to Article (17) of the Organising Regulations
  - Policy 23: The Principal's Authorities, Corresponding to Article (28) of the Organizing Regulations
  - Policy 35: Records, Corresponding to Article (40) of the Organizing Regulations
  - Policy 51: Expelling Students, Corresponding to Article (56) of the Organizing Regulations
  - Policy 54: Attendance, Corresponding to Article (59) of the Organizing Regulations
  - Policy 55: Absence, Corresponding to Article (60) of the Organizing Regulations