

# Dubai International Private School Al Qouz

## Attendance Policy For Blended Learning 2023-2024

### *DIS Vision:*

*DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.*



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## Dubai International Private School Attendance Policy

In partnership with you as parents, we aim at having a successful school. Your children play their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Hence, it is very important that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### *The Importance of Regular Attendance:*

**Learning:**– Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning. Any pupil’s absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child’s regular attendance at school is your responsibility and permitting absence from school without a good reason creates negative consequences regarding your child's achievement and a negative school image.

**Safeguarding:**– Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone’s responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:–

Attendance

Behaviour Management

Health and Safety

Access to the Curriculum

Anti- bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

### *Promoting Regular Attendance*

Helping to create a pattern of regular attendance is everybody’s responsibility – parents, students and all members of school staff.

### **To help us all to focus on this we will:**

- Report to you at termly basis on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings.

# **For On- Campus Learning**

## ***Types of Absence***

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Learning Trust using sanctions and/or legal proceedings. This includes:

- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late
- day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

## ***Persistent Absenteeism:***

A pupil becomes a 'persistent absentee' when they miss 20 school days or more for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

## ***Absence Procedures***

**If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

**If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Section Supervisor or Assistant Superintendent if absences persist;
- Refer the matter to KHDA if attendance moves above or near 20 days

***Update us with your telephone numbers:***

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date telephone number.

***Lateness***

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving students also disrupt lessons, can be embarrassing for the child and can also encourage absence.

***How do we manage lateness:***

The morning assembly starts at **7:45 am** and we expect your child to be present at that time.

Registers are marked by **7:50 am** and your child will receive a late mark if they are not in by that time.

At **8:00** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the supervisor or

the Assistant Superintendent to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### *Parent's travel and Holidays:*

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time. All applications for leave must be made in advance and at the discretion of the school. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Full details of our policy and procedures are available from the school, but it is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- When a student is just starting the school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during progressive examinations.
- When a student's attendance record already includes any level of unauthorised absence.
- Before the end of the school day

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.

### *School targets, projects and special initiatives*

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

Targets for the school and for classes are displayed in the school and you should take time to study them.

The minimum level of attendance for this school is 95% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the city.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

**Those people responsible for attendance matters in this school are the Head of Sections assisted by the section Supervisors.**

## **For Online Learning**

## (All Phases)

To comply with KHDA mandatory requirements, students who miss live streaming sessions are considered absent. Daily ongoing participation during live streaming session is just as important as participation is in a regular school day. All students must be reading, interacting, and completing work during live streaming session to be successful. If any student is online and joins the live streaming session but fails to respond to teacher's questions and is inactive will be considered Absent.

### Attendance Log:

A new attendance log is created and shared with all staff through shared folder on ONE DRIVE, where teachers update the attendance after each live streaming session. The supervisors then communicate with the parents and take actions accordingly.

### Actions for Tardy and Absent Students:

The school management will take very strict actions against those who are absent without any legitimate reason. In the following chart, we take into consideration the MOE's views towards attendance.

<b>Violation</b>	<b>Number of Violations</b>	<b>Consequences</b>
Delay (Less than 5 mins.)		No Consequences
Delay (Between 5-10 mins.)	1-2	Verbal warnings
Delay (Between 5-10 mins.)	3 times	Written warning
Delay (between 5-10 mins.)	More than 3 times	1 mark Deduction from the assignment mark every time
Delay for more than 10 mins.	1	Absence from session
Absence from sessions	One incident	Written warning
Absence from sessions	Two incidents	Written warning
Absence from sessions	3 or more incidents	3-mark Deduction from the last missed session
Absence from sessions	3 times	Equal to 1 day of absence

The supervisor and the Head of Section will calculate the absence days. As the learning day represents 3 learning sessions, therefore, every three sessions represent a whole school day. According the MOE and KHDA rules and regulations, if a student is absent consecutively or separately for 21 days or more without legal reasons, he will fail the academic year.

### **Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

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I have read and understood the terms and conditions of the attendance policy at Dubai International School.

Signed:

Child's Name:

Form: