



Attendance and Punctuality Policy

2022 – 2023

Approved by:	Mr. Mohsin Ibrahim
Date of review:	October 2022
Next review date:	October 2023



At GEMS Westminister School – Ras Al Khaimah, attendance and punctuality are essential requirements for student achievement and educational success. Evidence shows that both lateness and poor attendance have a detrimental effect on a child's educational attainment and life chances. It may also make it more difficult for them to make firm social bonds with other children. Every day of absence soon mounts up, similarly late arrival, all resulting in missing lessons and learning time in the morning and these have a significant impact on learning.

The National Foundation for Educational Research in the UK (www.nfer.ac.uk) has shown that there is a significant association between absence and attainment and that there is also evidence that there may be critical thresholds of absence linked to significantly lower performance outcomes. Furthermore, this is supported by the MOE. The Parent School Contract states that parents have a responsibility for 'promoting their child's attendance' and that continued absenteeism will result in measures being taken which could affect the student's re-enrolment for the upcoming academic year.

The Ministry of Education for the UAE also states that 'if a student is absent from school for 20 consecutive days or 25 non-consecutive days' the school can remove the child's place in the school. Additionally, Dr Malak Zaalouk, UNICEF's regional education adviser, said that pursuing an education is the right of every child.

MOE guidelines for attendance are as follows:

98% Outstanding – 96% Very Good – 94% Good – 92% Acceptable – 90% Weak – Less than 90% Very Weak

Therefore, all parents should ensure that their child is at school on time every day of the school year, except in the case of illness or an unforeseen emergency. The reason for an absence must always be communicated to the school. If a child is sick, the parents should complete the absence form to explain the reason for absence. A sick note is required from the doctor. Absences without the support of a sick note will be marked as unauthorized. The Principal cannot authorize absences other than for medical reasons.

Procedure

Primary & Secondary School:

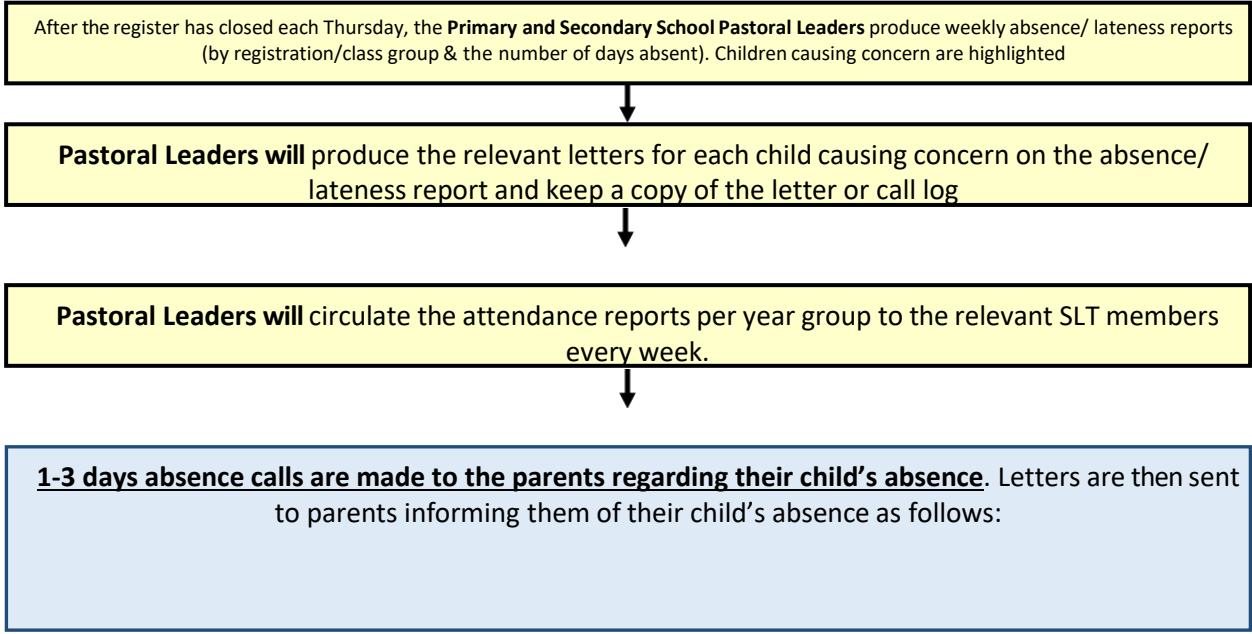
It is the teacher's professional responsibility to accurately record daily attendance by filling in the electronic register at the beginning of each day by 8.00am. The register must then be closed. Late students are marked as late after 8.00am.

- If a child is absent from school, the parents have the responsibility to inform the class/form teacher of the reasons for the absence.
- If the child is sick, parents must provide a sick note for the duration of the absence (to be authorized), if no sick note is provided then the child will be marked as an unauthorized absence.
- **If the child is absent (Authorised or Unauthorised) the child's absence percentage will still be affected as the child was not physically in school.**
- If no communication is received and the child is not in class when the register is marked then the child will be marked 'absent'.
- Any child absent for 4 days or more without a sick note should be reported to the Safeguarding team via Guard

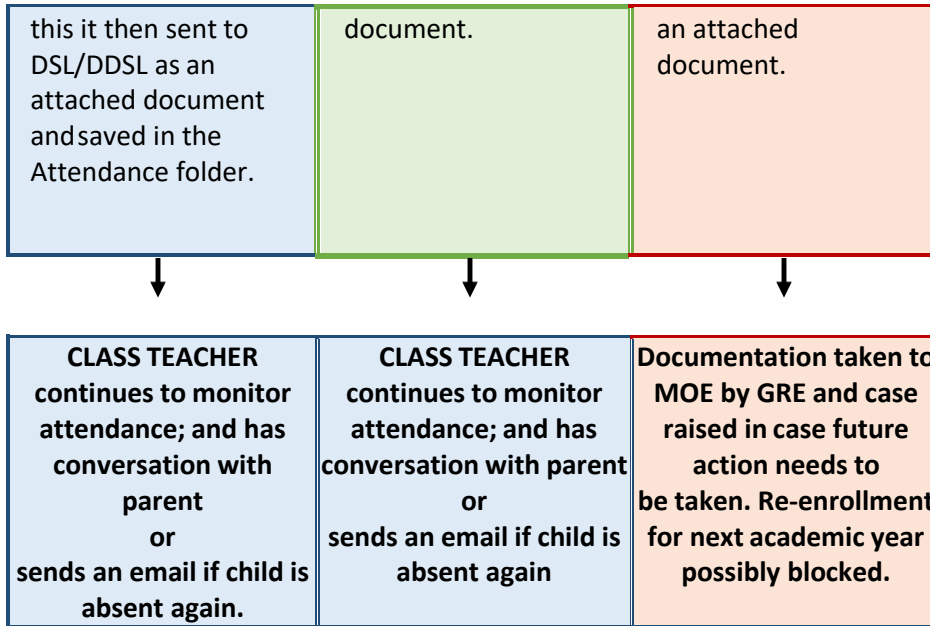


Episodes of persistent lateness and absence should be managed as follows:

Procedure for Managing Pupil Absence and Lateness at GEMS WSR



<p>4-6 day letter issued Attendance monitored by CLASS TEACHER daily and has a conversation with the parent or Sends an email if the child is absent again. Unauthorised consecutive absence reported to DSL/DDSL</p>	<p>7 - 9 day letter issued Letter is sent to parents. The CLASS TEACHER follows up this letter to arrange an appointment to meet the parent with the Pastoral Leader & Deputy Head of School.</p>	<p>10 – 15 day letter issued At the beginning of the next week the CLASS TEACHER asks Pastoral Leader/Secretary to make an appointment for the parent to meet with the Deputy Head/Head of School.</p>	<p>15 day + letter issued At the beginning of the next \week the CLASS TEACHER asks the School secretary to make an appointment for the parent to meet with the Vice Principal</p>
<p>Meeting between parents, CLASS TEACHER, Pastoral Leader & Deputy Head . Minutes are taken using the meeting checklist form and</p>	<p>Meeting takes place between parents, Deputy Head or Head of School. Minutes recorded on meeting checklist form & uploaded to pastoral folder as attached</p>	<p>At meeting with the parents, the Vice Principal explains that the case will now be logged with MOE. Minutes taken uploaded to Pastoral Folder as</p>	



If your child is missing more than 25% of the academic year (43 days) they would not be automatically promoted to the next academic year.

