



# Attendance Policy

**Reviewed in September 2023**

### **JSSPS Vision Statement on Wellbeing**

At JSS Private School (JSSPS) we promote, develop, equip and prepare healthy learners for life. We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all our pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and well-being is “**everyone’s business**” across the whole school community. We strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We put Wellbeing at the heart of our school to ensure successful learning, and commit to our policies reflecting this practice.

### **JSSPS Vision Statement on Inclusion**

At JSSPS, we adopted a legislative frame work for inclusive education based on UAE Federal Law No.(29), 2006 & Law No.(2) 2014. The implementation and impact of the standards included within Dubai Inclusive Education Policy Framework (2017) are monitored and regulated by the Knowledge and Human Development Authority (KHDA).

We understand that a diversity and inclusion plan will be effective only when founded on a ***true belief in and understanding of the value of diversity and inclusion***. Therefore, we aspire to create a school culture that reflects appreciation for diversity and inclusion at all levels. We know that our mission of driving personal and economic growth through learning and our vision of becoming the best community will only be achieved by hiring and retaining the best people possible while creating a school community that is reflective of the diverse audiences we serve.

JSSPS recognizes that the vibrancy of our community is enhanced by **diversity**, which we define as the range of human differences. We believe a culture of **inclusion** puts diversity into action by creating an environment of involvement, respect and engagement – where a multiplicity of beliefs, interests, experiences, and viewpoints are harnessed to accomplish our goals.

We work to achieve diversity and inclusion by:

- Delivering services in a culturally sensitive manner.
- Fostering an environment in which students and staff embrace and promote inclusion and understanding of the value of diversity as demonstrated through interactions with one another.
- Integrating diversity into strategies, decisions, and teaching-learning processes.
- Aligning diversity and inclusion efforts with strategic imperatives.
- Increasing effectiveness and accountability of efforts by developing measureable goals.

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## **1. INTRODUCTION**

JSSPS believes that regular attendance is an essential pre-requisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. The minimum expected attendance as per CBSE IS 75%, but attendance of less than 95% has been shown to compromise student wellbeing and attainment. If days are regularly missed, then continuity of learning and progress are significantly hampered as pupils find it difficult to catch up with missed work. KHDA's recommendation to good attendance as outlined in the Parent-School Contract has been taken into account in drawing up this policy.

For the purposes of this policy, absence refers to the days when students fail to attend School. A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record.

## **2. AIMS AND OBJECTIVES**

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
  - Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
  - Assures the timely flow of information from parents to school and from school to parents about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
  - Clearly defines the responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.
  - Students should be in school (blended / online) on every school day.
  - Students are expected to attend every class.
  - Except in the case of excused late arrivals and early dismissals, students must adhere to the following daily routine

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 Responsibilities of SLT**

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on every school day.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relations to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.
- To ensure that unauthorized absences are dealt with firmly and effectively including truancy, as per KHDA's guidelines, and seek to identify the root causes of such behaviour.

### 3.2 Responsibilities of Teacher

- Ensure that all students are registered accurately and details are submitted within 30 minutes
- Promote and reward good attendance with students at all appropriate opportunities
- Communicate any concerns or underlying problems that may account for a student's absence
- Liaise with parents and other relevant stakeholders to address issues acting as barriers to students' attendance
- Support students with absence to engage with their learning once they are back at the Academy
- Ensure effective administration of student attendance and recording daily attendance at all lessons
- Provide clear information about the consequences of poor attendance to Parents/Guardians, students and School staff.

### 3.3 Responsibilities of Students

- Attend school regularly and attend all lessons
- Arrive on time to school / log onto teams during Blended and during online for all lessons.
- Be properly prepared and equipped for the day's learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Be responsible for carrying out any work provided by the school during an authorized absence period

### 3.4 Responsibility of the Parents

- Place a high priority on attendance and achievement
- Not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually Class Teacher/Supervisor) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues where possible and ensure good attendance and punctuality
- Ensure their child is punctual to school

## 4. PROCEDURES TO ENSURE REGULAR ATTENDANCE

- An accurate and consistent registration system throughout the school to monitor absence and lateness in order to enable absenteeism to be tackled.
- Ensure that pupils are aware that registration is taking place and is significant.
- Registration must be completed within first 10 minutes either in class register.
- Absences need to be shown as authorized or unauthorized.
- Lateness should be clearly indicated if a child arrives ten minutes after the start of registration, using appropriate authorized or unauthorized absence codes.
- Lateness of more than ten minutes should be recorded by the time of arrival. It is essential that records are completed fully and correctly
- Teachers maintain a record of attendance for every lesson in class log book.
- Parents are encouraged to make every effort to ensure that their children attend School on every school day and ensure that they arrive on time.

### 4.1. Process

Class teachers are responsible for good attendance. Teachers are expected to identify the reason for absence from parents through phone calls, email or written notes in the school diary. Should situation continue, Supervisor should be informed who will contact the parents to help clarify the situation.

### 4.2. Excused Absence:

- **Authorized Leave:** Following absences may be deemed '**authorized**' when confirmed by a signed letter from Parents/Guardians or by way of official documents: Illness. Death of first or second degree relative. Scheduled doctor appointments. Official community task. Mandatory appearance before an official body. Essential urgent family travel for matters such as medical treatment or the death of a family member. A maximum of 15 days will be treated as "EL".
- Leave taken for Hajj – maximum 15 days.
- Educational tours organized by the school and participation in sports and extracurricular events to represent the school.

Note: All other types of absence is treated as Unexcused Leave.

Excused absences may also be granted for exceptional educational opportunities, travel difficulties, or for any other reason which the administration deems to be valid, provided that all such absences have been requested in writing by the parent or guardian. In these instances, students are responsible for completing the pre-arranged absence from prior to departure.

#### 4.3. Unauthorized absence

Unauthorized absence is where the school is not satisfied with the reasons given for the absence. Unauthorized absence includes: • Absences which have never been properly explained • Pupils who arrive at school too late to get a mark • Shopping • Birthdays • Waiting at home for no reasonable concern • Day trips • Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school) • In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorized

#### 4.4. Late Arrivals

- If students have doctors' appointments or other obligations that require them to arrive late at school, the parents 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 supervisors office to receive permission to go to class.
- If the school does not receive timely notification of a late arrival the student's absence from any classes will be recorded as unexcused.
- It is the student's responsibility to follow up with the teacher regarding missed work if s/he has missed a class due to late arrival.

#### 4.5. Early Leaving Campus

Students are required to remain on campus for the entire school day. The school day begins at 7:30 am and ends at 2:05 pm. Students are not to leave the campus during the school day unless parental permission has been received in writing in the school office. The securities at the gates have the immense responsibility to help secure the campus and control arrivals and departures. As a result, in keeping with the JSSPS core values, students are expected to be respectful and trustworthy in their interaction with the security. Students must receive written permission from the Supervisor, HSO or the SLT before leaving the school campus during school hours (7:30 am through 2.05 pm). Failure to receive written permission before leaving the campus will be considered unexcused absence from all the classes missed.

Reviewed and Approved by (Sd/-)

Mr. Govindarao Naik  
Chief Executive Officer  
Date: 13/09/2023

Mrs Chitra Sharma  
Principal

## 5. REVIEW OF POLICY

The attendance policy will be reviewed by SLT on an annual basis.

Policy Details	
Version date	May 2021
Last review	September 2023
Next Review	September 2024
Responsible SLT	Vice Principal