



SHARJAH ENGLISH SCHOOL

**SECONDARY
LATES AND
ATTENDANCE
POLICY**



Secondary Lates and Attendance Policy

Attendance: At Sharjah English School (SES) we believe it is vital for our students to maintain good levels of attendance as those who miss significant periods of school can experience difficulties with their studies. An attendance figure of below 95% would cause concern and anything under 90% is considered to have a detrimental effect on your son or daughter's education. If your son or daughter is going to be absent for more than two consecutive school days on a planned absence, please notify the school, two weeks in advance. This notification should be forwarded to your son or daughter's tutor or Head of Year.

If your son or daughter is absent from school due to illness, a parent or guardian should please contact the appropriate tutor or Head of Year as well as the Secondary School Secretary. It is the responsibility of the student to catch up on any missed work unless the absence is for an extended period or medical reasons where the school will assist and provide work.

Please be aware that while we are understanding of many of the circumstances which may cause a student to be absent from school, we cannot recognise some of these absences as school authorised absences for our records.

Authorised Absences	Unauthorised Absences
Unavoidable absences. Family illness. Family functions such as weddings and funerals. Taking outside exams. Attending a sibling's graduation. Settling a sibling into university (four days maximum).	Avoidable absences. Travelling overseas when it is possible for the student to remain in the UAE. Family holidays during term time.

If a student is leaving school early during the school day: To authorise a student leaving the school site during the school day for a medical appointment or family issue that cannot be attended to within normal school hours, parents or guardians should notify through email/phone the Secondary School office or Head of Year at least 24 hours prior to the student's departure. If the school does not receive timely notification of leaving school during the school day, the student's absence from any classes will be recorded as unauthorised.

Last Review Date	Review Date (Current)	Next Review Date
24/10/2022	24/10/2022	24/10/2023

Review by (Staff Full Name)	Tony Piper
Designation	Head of Secondary
Department / Faculty	N/A



Lates (Lates are cleared for each student at the end of every term)

Please remember that a student should arrive at registration by 07:40. Any student arriving after this time should sign in at security and state the reason why they are late.

If there is a valid reason for lateness (authorised):

- The school will support the family and students at this time. Valid reasons for lateness include:
 - Family issues getting to school.
 - A car accident en route to school or stuck in a traffic jam due to this - this should be an infrequent event.
 - Students being picked up by a third party and being delayed to school.
 - **After three lates:** A letter is sent to parents by the Secondary School Secretary.
 - **After six lates:** The Head of Year (HoY) will telephone/meet with the parents/caregivers and talk to them and try to work towards a resolution.
 - **After nine lates:** If the situation continues the Head of Secondary will meet with parents to discuss how the situation should progress from here.

If there is not a valid reason for lateness (unauthorised):

- **After three lates:** If there is no valid reason for lateness and the tutor believes the student's lateness is deliberate or avoidable, the student meets the tutor at lunchtime and a letter will go home to parents.
- **After six lates:** The HoY telephones home and the student does another lunchtime detention with the HoY. The HoY explains that if a student continues to be late, the student and parents will meet with the Head of Secondary and HoY.
- **After nine lates:** A meeting is arranged with the Head of Secondary, student and parents. Student serves a one hour detention with the Head of Secondary and a discussion will take place as to how the situation should progress from here.

Last Review Date	Review Date (Current)	Next Review Date
24/10/2022	24/10/2022	24/10/2023

Review by (Staff Full Name)	Tony Piper
Designation	Head of Secondary
Department / Faculty	N/A