

Attendance Policy and Procedures

Attendance & Punctuality

There is a clear connection, supported by research, between high levels of attendance and high achievement. Habitual lateness or frequent absence has a negative impact on learning outcomes. Students who are frequently late to school miss out on important instructions. Late students also disrupt the learning of other students and often require reteaching.

Lateness and absence will be recorded unless excused absence has been approved by the school prior to the leave.

We shall also support parents to perform their legal duty to ensure their children attend Fairgreen regularly, and will promote and support punctuality in attending lessons.

The KHDA define Attendance and Punctuality for schools in the following way;

2.1.5 Attendance and punctuality					
Outstanding	Very Good	Good	Acceptable	Weak	Very Weak
Attendance is at least 98%. Students are punctual to school and lessons.	Attendance is at least 96%. Students almost always arrive at school and to lessons on time.	Attendance is at least 94%. Students usually arrive at school and to lessons on time.	Attendance is at least 92%. Students generally arrive at school and to lessons on time.	Attendance is less than 92%. A minority of students consistently arrive late at school and / or to lessons.	Attendance is less than 90%. A large minority of students consistently arrive late at school and to lessons.

Students should maintain an attendance figure of at least 94% to minimise the impact on their learning. Failure to maintain attendance of 94% or more may impact a student's ability to re-enrol at Fairgreen the following academic year, or may prevent a student from being promoted to the next grade level.

Recording Attendance

Class and Homeroom Teachers should record the attendance of a child in one of 3 ways:

1. Present - (default) when a student is present in the classroom.
2. LC - Late - this code should be used when a student arrives after the beginning of the lesson and is considered late.
3. AU - Absent Unexcused - when a child is absent and no reason has been given. Verbal reasons from a parent are acceptable but not from a child.

Attendance Codes Used by Reception

Reception may update student attendance or absence with other codes depending on the circumstances. For example 'AM for Absent Medical'

Illness

If your child is sick, please notify the school before 8:00 am by sending an email to absence@fairgreen.ae and cc'ing their homeroom teacher, or call 04 875 4999.

If your child is absent for more than 3 consecutive days a doctor's note is required and should be submitted to the reception.

If your child has:

- **Fever** - keep child home for 24 hours
- **Diarrhoea** or **vomiting** - please keep your child home for 48 hours

Early Pick Up

Children, with permission, can leave school early for a variety of reasons including

- sports events
- school event off site
- medical appointments
- exams

All children leaving early must be signed out with the Receptionist and the reason recorded in PowerSchool.

Children who need to be collected from class will be collected by a member of staff. Parents wait in the Reception area for the child to be brought to them.

Absenteeism

All requests by parents for absence outside of illness and school holidays must be referred to the relevant SLT member. For example; attendance at religious festivals, family events, and absence requests for compassionate reasons.

Visits to universities and colleges, representing a country or local club in sporting competitions must be validated by the relevant member of staff, for example IB Coordinator or Athletic Director. To request leave for a student, parents should click [here](#). When approving/disapproving leave requests, the Principal will take the following into account:

- Current attendance figure of the student
- Previous attendance figures, such as those from the last academic year
- The reason for the leave request
- The timing of the proposed absence from school
- Any important assessments that are scheduled for the proposed time of absence

Holidays in term time are strongly discouraged. Time in school is precious and limited to 182 days a year. Loss of time at school cannot be taken lightly and research proves that it will impact negatively on progress, levels of attainment and attitudes to education.

Punctuality

All students are expected to arrive on time to school and to lessons during the school day. Below is a breakdown of what the beginning of the school day looks like for students.

	from 7:40 a.m.	by 8:00 a.m.	by 8:15 a.m.	at 8:30 a.m.
Pre-KG, KG-1 and KG-2	Children with older siblings who are dropped, can enter the classroom and will be supervised by the class teacher	Children start to enter the classroom under supervision by the class teacher	All children in class and register taken. Children arriving after this time need to visit reception to receive a late slip.	UAE National Anthem - children and adults stop, stand and listen/sing the National Anthem.
Grade 1 to 5	Children walk directly to class. Class teachers welcome students to the classroom and have a morning activity prepared to reinforce learning.	All children in class and register taken.	All students arriving after 8:15am are required to get a late slip from reception.	UAE National Anthem - children and adults stop, stand and listen/sing the National Anthem.

	from 7:40 a.m.	by 8:00 a.m.	by 8:15 a.m.	at 8:30 a.m.
MYP and CP/DP	Students may enter campus.	Students are in their homeroom class and have attendance taken.	Students report to Period 1. Attendance is taken for every class for the rest of the day. Students arriving after this time need to get a late slip from reception. On Friday's students remain in their homeroom until 8:10am.	UAE National Anthem - students and adults stop, stand and listen/sing the National Anthem.

Students who are late to school (see tables above) should report to reception to receive a late pass before going to their class. If a child arrives late to class and without a late pass, then they will be sent to the Receptionist to be signed in.

Monitoring and Reporting Procedures

Before 9:00 am

- Receptionist downloads a complete list of children recorded as **AU** and contacts the parents by email (via absence@fairgreen.ae)
- Parents are asked to respond by 10:00am to this email to confirm absence and reason for absence
- No phone calls will be made at this time

From 10:00am

- Receptionist checks if parents have responded to the email from absence@fairgreen.ae
- Any absence that has not been replied to will be followed up with a phone call to the parent/parents

Please see below chart for implications of habitual lateness.

Primary School

We recognise that primary students cannot take the same responsibility for time keeping as older students. As such communication about attendance and punctual arrival at school is usually a conversation with parents without the child's involvement.

Attendance is closely monitored though, and when attendance falls below KHDA standards parents will be contacted by a member of the primary leadership team to bring this to their attention and to alert them to our policies and the potential consequences of poor attendance.

Secondary School

As secondary students have multiple teachers, homeroom teachers and pastoral leads will monitor attendance weekly in addition to reception calling home each day to follow up on student absence:

- Reports generated each Friday with the current week's attendance data along with year-to-date figures.
- Homeroom teachers will follow up with students if there have been multiple absences during the week.
- Pastoral leads will follow up with students and parents/guardians if patterns of absence or year-to-date attendance begins to become a concern.
- The below table explains the different stages of how attendance and punctuality is managed in the secondary school:

Offence		Implication
Repeatedly arriving to school or classes late	3 times in a week	Lunchtime detentions
	Several weeks of poor punctuality	Concerns about punctuality shared with parents. After-school detentions.
	Extended periods of time with poor punctuality	Escalated to a Level 2 behaviour. Meeting with parents. KHDA warning letter. Internal/external suspension. Should punctuality not improve at this point, the above points can be re-actioned up to 3 times, at which point the school may deny re-enrolment for the following school year.
Absence	1 day absence	Reception follows up with a phone call home to confirm student absence.
	Repeated absence in the same week.	Homeroom teacher and/or pastoral lead follows up with student and family.
	Year-to-date absence falls below expectations as per KHDA standards.	Pastoral leads and/or secondary leadership follows up with student and family. Formal written report of the meeting is shared with parents, with a reminder that attendance of less than 94% may result in non re-enrollment for next academic year. Should a student's attendance not improve after this meeting, further meetings will be held and a formal written report shared each time.

Reviewed: September 2023

Next Review: June 2024

Appendix 1 - excerpt from KHDA parent contract.

5. Attendance and punctuality:

Students' absenteeism and tardiness affect the school's ability to provide effective educational services, the achievements of consistently absent or late students and disrupt the learning experiences of other students in the school.

Likewise, the attendance of teachers is imperative to securing continuous and progressive learning experiences for all students at the school. The school will secure and improve teachers' attendance at all times and ensure that students are not left without a qualified teacher for long durations of time exceeding a week.

Parents, the students and the school must work together to improve and maintain high attendance rates.

The responsibilities of the school include:

- Sharing and implementing a school policy on attendance and punctuality which stresses that attendance for all students is mandatory on all the days the school is declared open.
- Clarifying to parents and students the definition of a school day, the start of registration process in the morning, the school's expectations in relation to punctuality all through the school day, the definition of absenteeism and a list of what is considered excused and unexcused absenteeism.

The responsibilities of the parents include:

- Reading, ratifying and implementing the school's policy on attendance and punctuality.
- Promoting their child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.
- Understanding and upholding the school's policy which states that continued tardiness and absenteeism will result in disciplinary measures and will affect the students' chances of enrolment for the upcoming academic year.

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five(5) incidents of tardiness in a short period of time such as a month or an academic term	<p>Written warning to student and notify parents.</p> <p>Tardiness will be noted in the students' progress report.</p>
	Up to an additional three (3) instances of tardiness in a short period of time, such as a month	<p>Parents and students are called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and students sign a written pledge not to repeat the offence.</p> <p>Tardiness to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> ● Community hours at the school. ● Detention during school hours. ● A written notice announcing refusal to re enroll the student in the school for the following academic year.

Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	Written warning to student and notify parents. Absent days will be noted in the students' progress report.
	Up to an additional three (3) instances of absenteeism in a short period of time	Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students' progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none"> ● Community hours at the school. ● Detention during school hours. ● A written notice announcing refusal to re enroll the student in the school for the following academic year.

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the Authority.