



# School of Modern Skills Student Attendance Policy

*Last updated: September 2022*





<b>Policy:</b>	<b>Student Attendance Policy</b>
<b>Version:</b>	<b>2.0</b>
<b>Synopsis:</b>	<b>This policy describes the School of Modern Skills' expectations for student attendance and procedures.</b>
<b>Policy owner:</b>	<b>School of Modern Skills Governing Board</b>
<b>Relevant to:</b>	<b>This policy applies to all students.</b>
<b>Publication:</b>	<b>This policy will be made available to staff via Google Drive.</b>
<b>Date introduced:</b>	<b>September 2020</b>
<b>Next review date:</b>	<b>This policy will be reviewed annually</b>
<b>Related documents:</b>	<b>School of Modern Skills Child Protection Policy School of Modern Skills Health and Safety Policy School of Modern Skills Early Leave Policy School of Modern Skills Student Management Policy School of Modern Skills Well-Being Policy</b>
<b>Date(s) modified/reviewed:</b>	<b>February 2021 September 2022, Head of Well-being</b>



## Contents

1.0 Purpose of Policy	4
2.0 Aims	4
3.0 Roles and Responsibilities	4
3.1 Parents	4
3.2 Students	4
3.3 Teachers	4
3.4 Pastoral Care Officers	5
3.5 Administration	5
4.0 Regulations	5
4.1 KHDA Attendance Ratings	5
4.2 School Timings	5
4.3 Outstanding Attendance Recognition	5
4.4 Lateness	6
4.5 Absenteeism	6
4.4 Early Leave	6
5.0 Procedure	
5.1 Attendance Marking	6
5.2 Attendance Monitoring	7
5.3 Attendance Reporting	7
5.4 Procedure for managing persistent lateness and absenteeism	8
6.0 Appendix	
1-Day Paradigm Notification	9
3-Day Letter	9
5-Day Letter	10
10-Day Attendance Contract	11
15-Day Warning	12
20-Day Warning	13
Chronic Lateness Letter to Parents	13

## 1.0 Purpose of Policy

School of Modern Skills believes that regular school attendance is essential for the continuity of learning and student progress. The Student Attendance Policy verifies that there is an efficient system, known to all, for ensuring that students attend SMS on a daily basis and for establishing that, in the case of late/leave early/nonattendance concerns that there is notice and a reason know to the school.

## 2.0 Aims

The aim of this policy is to ensure all students, SMS staff, and parents understand the importance of regular attendance and to ensure that procedures are in place for the monitoring of attendance and for early identification of any attendance issues.

## 3.0 Roles and Responsibilities

The responsibility for promoting and ensuring attendance is shared by parents, students and by all school staff. All members of the school staff have a responsibility for identifying trends in attendance and punctuality;

### 3.1 Parents are responsible for:

- Knowing and understanding the school's Student Attendance Policy.
- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Providing the school with a medical certificate for excused absences.
- Scheduling appointments outside of school hours.
- Scheduling family vacations to coincide with scheduled school breaks

### 3.2 Student is responsible for:

- Knowing and understanding the school's Student Attendance Policy.
- Making any necessary arrangements attend school every day and on time.
- Making sure the school is notified when an absence is excused
- Making arrangements with the teacher in advance of all assignments that need to be completed for the classes missed.
- Not disrupting class time to discuss assignments with the teacher.

### 3.3 Teachers are responsible for:

- Knowing and understanding the school's Student Attendance Policy.
- Recording attendance on the Paradigm system at the start of each period.
- Discussing with their students the importance of good attendance and punctuality.
- Allowing students to make-up missed assignments when the student has an excused absence.



- Report to the pastoral care officer if a student has 2 or more unexcused absences in a row.
- Following all steps in Class Attendance Procedures (see attached)

### 3.4 Pastoral Care Officers are responsible for:

- Knowing and understanding the school's Student Attendance Policy.
- Monitoring student attendance on Paradigm.
- Identifying individual and group trends.
- Meeting with individual students or groups to address attendance concerns.
- Contacting families by email and telephone to report attendance concerns.
- Scheduling parent meetings to address attendance concerns while providing solutions.
- Reporting to MLT, SLT and/or teachers any family issues or health concerns that prevent regular student attendance.
- Documenting all parental and teacher communications regarding student attendance.
- Following all procedures in Class Attendance Procedures

### 3.5 School Administration

- Making the Student Attendance Policy available to all parents, students and staff.
- Addressing high truancy concerns with individuals and groups.
- Meeting with parents when the student has alarming attendance rates.

## 4.0 Regulations

### 4.1 KHDA Attendance Ratings

KHDA defines and grades student attendance as follows:

<u>KHDA Attendance Rating</u>	<u>Attendance %</u>	<u>Days Absent</u> 182 school days
Outstanding	98% or higher	4
Very Good	96%	7
Good	94%	11
Acceptable	92%	15
Weak	Less than 92%	16
Very Weak	Less than 90%	17<

### 4.2 School Timings

- School days are from 8:00am-2:50pm (Mondays - Thursdays) and 8:00am-11:40pm (Fridays) per the school's academic calendar. Students are expected to be in attendance
- Period timings are made available to SMS students, parents and staff.



### 4.3 Outstanding Attendance Recognition

- Students with outstanding attendance records will be recognized and awarded for their commitment towards success.
- Class sections with outstanding attendance records will be recognized and awarded.
- Class sections with outstanding records of students who arrive at school on-time will be recognized and awarded.

### 4.4 Lateness

- When a student enters the class after the teacher has welcomed all students in and closed the door, they are marked as “Late”.
- A child is considered late to school if he/she arrives to school after 8:00 am

### 4.5 Absenteeism

- A student is considered absent from class if he/she is not in attendance during the class period.
- If a student is absent for more than 3 class periods, that student is considered absent from school for the day.
- An absence is considered excused only in the following cases:
  - Student has tested positive for Covid-19
  - Student has a certified medical certificate
  - Student has an appointment for National Service
  - External academic examinations
  - School organized trips
  - Family emergency\* (death of family member)
- An absence is considered unexcused when no documentation is provided to the school regarding the absence.
- Students who have 10 or more unexcused absences during a semester will receive a ‘zero’ on the ‘effort’ mark for that class. Effort is worth 5% of the student’s overall grade for the semester (middle and high school).

NOTE: In accordance with UAE law, a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days, or 25 non-consecutive days, within an academic year. In such cases, the school does reserve the right to exclude a child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

### Early Leaves

- If a student leaves the school before the end of the school day and without an approved excuse, that student will be considered as absent from the class periods missed. If a student misses 3 or more class periods in a day, the student will be considered as absent for the school day.

### 5.0 Procedure

The following procedures will be followed for marking, monitoring and reporting student attendance and for identifying trends and addressing high truancy.

#### 5.1 Attendance Marking

- Secondary teachers will record student attendance on the Paradigm system at the start of each class period.
- Primary teachers will record student attendance on the Paradigm system at the start of each school day.



## Marking scheme

1. F2F - Present in-person
2. DL - Present distance learning
3. A - Absent
4. L - Late
5. OSS - Out of school suspension
6. ISS - In school suspension

Absence is identified as excused by the Pastoral Care Officer.

## **5.2 Attendance Monitoring**

- Teachers will monitor student attendance and report to Pastoral Care Officers when a student has 2 or more unexcused absences.
- Parents will receive a notification on the Paradigm application when their child is absent from school. Message will be sent at 9:15 am.
- Parents will receive an email when their child has 3 unexcused absences from school.
- Pastoral Care Officers will receive a cumulative attendance report at 9:00 am each Thursday. Parents will be contacted by phone and email when their child has accumulated 5 absences.

## **5.3 Attendance Reporting**

- Teachers must report to Pastoral Care Officers when a student is absent 2 or more consecutive days.
- Pastoral Care Officers will report to parents when their child is absent 5 days
- Pastoral Care Officers will report to SLT/MLT when a student is absent 10 days, 15 days, 20 days, 25 days.

#### 5.4 Procedure for managing persistent lateness and absenteeism:

- Pastoral Care Officers will generate an attendance report at 9:00 am each day to identify students who are not in attendance for the day. Parents of absent students will be contacted by phone. Calls will be documented in the Parent Call Log for Attendance Concerns Form
- Each Thursday, Pastoral Care Officers will generate bi-weekly reports to determine students who missed 3 or more days
  - Pastoral Care Officer will email parent
- If a student missed 5 or more school days during a semester
  - The Pastoral Care Officer will call the parent and follow-up with an email.
- If a student misses 10 or more school days during a semester
  - Letter sent to parents
  - Parent meeting with SLT
  - Attendance contract
- If a student misses more that 15 days in a semester
  - Written notice - attendance warning sent to parent email
- If a student misses more that 20 days in a semester
  - Parent meeting with SLT
  - Written notice - warning of possible failure
- If a student misses 25 or more days of school in the year
  - Meeting with parents is documented
  - Documentation take to KHDA
  - Actions may include the student not advancing to the next grade and blocking re-enrolment for the next academic year.
- The same procedure will be followed for unexcused Early Leaves
  - 3 day
  - 5 day
  - 10 day
  - 15 day



## 6.0 Appendix

### 1-Day Paradigm Notification

Dear SMS Parent,

This is to inform you that your child is absent from school today. A good attendance record is essential for a student's academic success. If your child has an excused absence, please submit document to:

6-12 boys [attendanceboys@dubai-smsl.com](mailto:attendanceboys@dubai-smsl.com)

6-12 girls [attendancegirls@dubai-sms.com](mailto:attendancegirls@dubai-sms.com)

KG1-Gr.1 [attendancekg-1@dubai-sms.com](mailto:attendancekg-1@dubai-sms.com)

Gr.2-5 [attendance2-5@dubai-sms.com](mailto:attendance2-5@dubai-sms.com)

### 3-Day Paradigm Notification

Dear SMS Parent,

Regular student attendance is essential for the continuity of learning and student academic progress. Your son/daughter has 3 unexcused absences this semester. Please follow-up to ensure regular attendance.

You may report your child's absence by email at

6-12 boys [attendanceboys@dubai-smsl.com](mailto:attendanceboys@dubai-smsl.com)

6-12 girls [attendancegirls@dubai-sms.com](mailto:attendancegirls@dubai-sms.com)

Gr.2-5 [attendance2-5@dubai-sms.com](mailto:attendance2-5@dubai-sms.com)

KG1-Gr.1 [attendancekg-1@dubai-sms.com](mailto:attendancekg-1@dubai-sms.com)

Please contact us if you have any concerns or questions.



## 5-Day Email

Date:

Dear SMS Parent,

This is a follow-up to our phone call or our attempt to call you regarding your child's attendance. Regular student attendance is essential for the continuity of learning and student academic progress. Your child has had 5 unexcused absences this semester.

Your son/daughter's absences from school will directly impact their marks for the term.

You may report your child's absence by email at

[attendanceboys@dubai-sms.com](mailto:attendanceboys@dubai-sms.com)

[attendancegirls@dubai-sms.com](mailto:attendancegirls@dubai-sms.com)

[attendance2-5@dubai-sms.com](mailto:attendance2-5@dubai-sms.com)

[attendancekg-1@dubai-sms.com](mailto:attendancekg-1@dubai-sms.com)

Please let me know if you have any concerns or questions.

Regards,

## 10-Day Attendance Contract

Date:

Dear SMS Parent,

Regular student attendance is essential for the continuity of learning and student progress. Your child has had significant absences from school which will directly impact their marks for the term.

If your son/daughter continues to be absent, he/she may not be eligible to enroll in SMS the following school year or may need to repeat the school year.

Regards,

## 15- Day Attendance Warning

Date:

Dear SMS Parent,

Regular student attendance is essential for the continuity of learning and student progress. Your child has had (15) absences from school. You have been contacted repeatedly regarding the importance of attendance, have met with a school leader and received an attendance contract. Absences from school will directly impact your child's marks for the term and his/her promotion to the next grade level.



If your son/daughter continues to be absent, he/she may not be eligible to enroll in SMS the following school year.

You may report your child's absence by email at

[attendanceboys@dubai-sms.com](mailto:attendanceboys@dubai-sms.com)

[attendancegirls@dubai-sms.com](mailto:attendancegirls@dubai-sms.com)

[attendance2-5@dubai-sms.com](mailto:attendance2-5@dubai-sms.com)

[attendancekg-1@dubai-sms.com](mailto:attendancekg-1@dubai-sms.com)

Please let me know if you have any concerns or questions.

Regards,

## 20- Day Warning of Failure

Date:

Dear SMS Parent,

Regular student attendance is essential for the continuity of learning and student progress. Your child has had significant absence from school after repeated warnings and a parent conference. Absences from school will directly impact your child's marks for the term and his/her promotion to the next grade level.

Please contact me if you have already not done so to set up a meeting at the school with you and your child. A member of the Senior Leadership Team will also be present at that

meeting to discuss the impact of your child's absences and steps moving forward. If your son/daughter continues to be absent, he/she may not be eligible to enroll in SMS the following school year.

Regards,

### Chronic Lateness Letter to Parents

Date:

Dear SMS Parent,

Your child has been documented as arriving repeatedly late to school. Please note that attending school on-time is not only essential for their continuous academic progress but also an important practice of responsibility.

Please follow up to ensure your child is in-school before 8:00 am each day.

Regards,