



STUDENT ATTENDANCE AND PUNCTUALITY

Policy

Policy Title:	Student Attendance and Punctuality
Policy Number:	W005
Effective Date:	September 2024
Scheduled Review Date:	June 2026

1. Purpose

Attendance is a key component in student progress and achievement. Regular attendance and academic achievement are closely linked. Students who actively participate in their learning by attending all classes regularly are more likely to:

- Enjoy a rewarding experience in which their knowledge, skills and abilities are developed.
- Successfully complete an academic year.
- Achieve better results.

2. Scope

Through this policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Create an ethos in which outstanding levels of attendance and punctuality are recognised as the norm and seen to be valued by the school and the wider school community.
- Raise awareness of parents, carers and students about the importance of outstanding levels of attendance and punctuality at every stage of a child's education.
- Ensure that GEMS Wesgreen International School meets the SPEA and MOE requirements of Federal Law Articles 47 & 48.

3. Policy

According to the Ministry of Education, a student must not remain absent from school for more than 10 consecutive days or 15 days in total during an Academic Year. Failure to abide by this rule will result in a student repeating the same Year or being expelled from the school.

In order for our students to thrive in the school environment, it is essential that a good morning routine is established. Students should be in school on time for their registration period / morning line up. All students are

expected to attend the morning registration / morning line-up where the school day starts with the Quran recitation, the UAE National Anthem and important announcements.

For uniformity, discipline, and well-being of our students, access to the school building will open at 7:00am. The students will be permitted to go inside only after this time, when we have adequate supervision available.

Students will be deemed late if they miss their morning registration period or arrive to school after 7:40am.

4. Parental agreement

It is important that parents, students and the school work together to improve and maintain high attendance/punctuality rates.

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

The responsibilities of parents include:

- Actively 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 following the school's attendance policy.
- Understanding that continued lateness and absenteeism may adversely affect a student's chances of re-enrolment for the following academic year.

5. Late arrival procedures

Late arrival is marked from 7:40am and if a student arrives after this time, they must go immediately to the school's reception to have their attendance marked as 'Late.' This will ensure their presence is entered into the school attendance system. This is an important safeguarding step and ensures that students are marked as present.

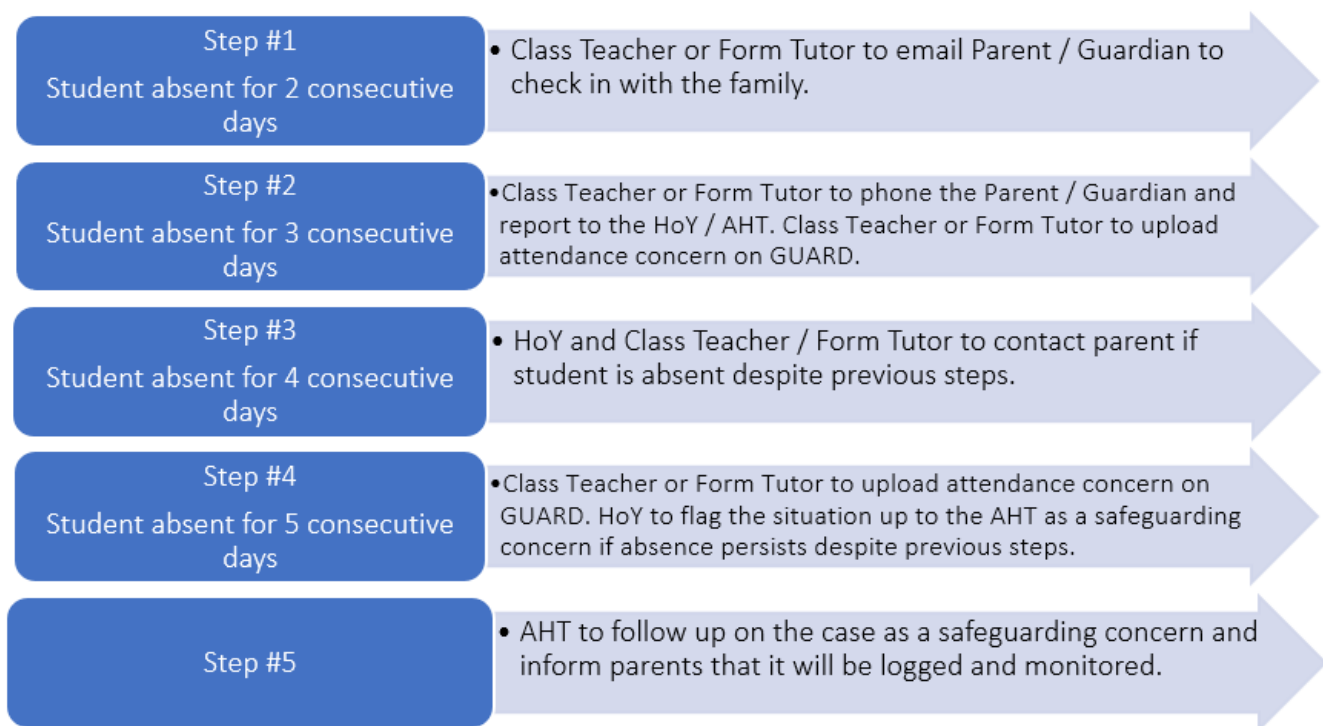
6. Late collection procedure

If a student is collected at the end of the day, parents are expected to be at the collection point for dismissal times. Our teachers have commitments once the students leave, therefore persistent lateness cannot be accommodated. Parents have a duty of care to collect their children on time at the end of the day. If a parent is experiencing difficulty collecting their child / children regularly on time, they should talk to the school transportation service regarding bus routes to your locality or seek support in making alternative arrangements. Persistent late collection is considered a safeguarding issue and will be dealt with appropriately.

7. Student absence follow up

Regular attendance and punctuality have a direct impact on pupil achievement. We carefully monitor attendance and follow-up all unexplained absences. The GEMS Wesgreen International School leadership team will carefully consider a parent's request for approved absence, and take into account their child's current educational needs and previous attendance record. If a child is absent for any reason, parents should call the school reception by 7:30am or send an email to the Class Teacher / Form Tutor stating the reason for their child's absence. If possible, please give the expected date your child will return to school. Ministry guidelines state that a child's school place can be withdrawn following 20 consecutive or 25 non-consecutive days of unauthorized absence. Attendance will also be reported on student's school reports. Follow up letters will be sent to students who fall short of this target.

Scenarios for addressing absenteeism



- In the event that the parent / guardian cannot be contacted despite numerous attempts, the Class Teacher / Form Tutor is to inform the HoY.
- In the event where the safety of the student is questioned, members are encouraged to report the concern to the dedicated safeguarding core team members as well log the concern on the schools safeguarding system called GUARD.
- Where attendance is inconsistent and the student has a low attendance percentage and / or persistent lateness to school, additional steps will be followed by the SLT and safeguarding team. These additional steps can include but are not limited to; verbal warnings, warning letters, blocking promotion or re-registration for the next school year.

8. Sickness

If the reason for a student's absence is that they are unwell, they should be kept at home until they are well enough to return to school. This is particularly important to help prevent the spread of communicable diseases. Parents should email their child's class/form teacher and the school reception before 7:30am explaining their child's illness/reason for absence. A medical/doctor's note is required for any absence due to illness extending more than two days.

Physical Education is an important part of our curriculum and all students should participate unless there is a valid medical reason, in which case you must provide a medical certificate. It is the school's view that if a child is not well enough to take part in their Physical Education lessons, they should not be in school.

9. Early Departure from School.

Early departure from school is not acceptable without a valid reason. We therefore encourage parents to make medical appointments outside of normal school hours. If it is essential for your child to leave the school before the end of the day, please follow the guidance below.

Send an email to: studentexitpass_wgp@gemsedu.com and the class teacher before 10:30am for FS and 12:30pm for Year 1 to Year13 and state the time you will be collecting your child and the reason they need to leave early.

Please note that the latest early exit time for a student to be collected in FS is 12:00 pm and for Y1 to Y13 is 1:30pm Monday to Thursday.

If you do not wish your child to go home by bus as usual, you should always send an email to studentexitpass_wgp@gemsedu.com, copying in the respective class teacher/ form tutor and the STS representative at: Jency.robince@sts-group.com.

Come to school at least fifteen minutes before your expected departure time and allow enough time for a member of staff to collect your child from their class. It may take a while to collect your child and their belongings and bring them to you at the reception, so please be patient.

You must report to the reception so that the receptionist can give you an exit pass. Our security team will not allow a child to leave the premises without this signed exit pass. Please note that it may not be possible to collect a student from their class after 12:30 pm for FS and 1.30 pm for Year 1 to 13 without prior notice.

Please provide the below information when requesting an early exit:

- Student's full name:
- Year/Class:
- Last 5 digits of the Student ID:

- Parent's contact number:
- Bus no (if by STS Transport):
- Date and time of pick-up:
- Reason for early pick up:

NOTE 1: Early exits will be considered AUTHORISED only for doctor/embassy appointments [the relevant appointment will have to be attached to your request email], or any family emergencies [bereavement, etc], and otherwise will be UNAUTHORISED.

NOTE 2: Early dismissal is discouraged, teachers use every minute of the instructional day and early releases create disruption to the learning for students.

NOTE 3: Excessive early dismissals will be reviewed for possible action. TRAVELLING WITH OTHER STUDENTS ON A DIFFERENT BUS: such requests are NOT possible.

10. Planned Absence

Parents should not automatically expect the school to approve all leave requests.

Planned absence from the school is actively discouraged. Medical appointments should be scheduled outside of school hours whenever possible.

Applications for absence for more than 3 days should be made to the Head of School. The email should include the name of parents, students concerned and their classes, with dates, with a contact telephone number and email address provided. The email should be sent at least two weeks before the leave has been planned, otherwise it will be considered as unauthorized absence. All requests made should include supporting documents.

Approval will be given for valid reasons only, such as a serious medical issue or a family bereavement up to a maximum of 10 days in any single academic year. The school will evaluate all requests on a case-by-case basis and all requests should include supporting documents.

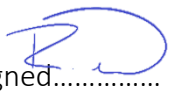
Request for additional holiday leave will not be approved.

11. Monitoring of patterns and repeated absence

Absence/lateness is monitored by class teachers and Heads of Years, who will alert the school's management of any patterns of repeated absence. The school will contact and meet with the parents to discuss absence/lateness. Where appropriate, the school will offer support to families and/or students. Repeated absenteeism and/or lateness will result in measures that may affect a student's re-enrolment for the following academic year.

12. Monitoring and review

This policy has been discussed and agreed by the GEMS Wesgreen International School teaching staff and leadership teams for implementation.

Signed 


Date: 19/09/2024

Head of Inclusion

Signed 

Date: 19/09/2024

Executive Vice Principal

Signed 

Date: 19/09/2024

Principal / CEO