

Dubai International Private School Al Qouz

Attendance Policy 2024-2025

DIS Vision

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens and nurture their well-being in an inclusive learning environment.



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Attendance Policy

Introduction

In partnership with parents, we aim to ensure a successful school environment. Regular attendance is essential for students to gain the greatest benefit from their education. This policy outlines the importance of regular attendance and how we can work together to achieve it.

Key Definitions

- **Authorised Absence:** An absence approved by the school due to valid reasons such as illness, medical appointments, emergencies, or other unavoidable circumstances.
- **Unauthorised Absence:** An absence not approved by the school, including truancy, unexplained absences, and holidays taken without prior permission.
- **Persistent Absenteeism:** When a student misses 20 or more school days in an academic year, regardless of the reason.
- **Tardiness:** Arriving after 8:00 am. Tardiness disrupts learning for both the student and others in the class.
- **Group Absence:** Group absences occur when multiple students deliberately plan and execute an absence from school on the same day without authorization or a legitimate reason.

The Importance of Regular Attendance

The Impact of Regular Attendance

Attendance is not just about improving test scores, it is about developing discipline, responsibility, and the ability to commit to students' goals. These are traits that employers look for when students are ready to join the workforce. They are also traits that will help students in higher education and beyond. Missing essential lessons and assessments without a valid reason leads to gaps in learning, lower marks, and a shallow understanding of the subject matter. Over time, this can hinder the student's overall academic progress and future opportunities.

Safeguarding

Regular school attendance is vital for your child's safety and well-being. Missing school regularly can be a sign of underlying issues and may put your child at risk.

Safeguarding in our school includes promoting attendance, managing behavior, ensuring health and safety, providing access to the curriculum, and preventing bullying.

Promoting Regular Attendance

Roles and Responsibilities

Everyone in the school community has a role in promoting regular attendance, including parents, students, and staff.

The school will:

- Provide termly reports on your child's academic performance, attendance, and punctuality.
- Recognize and reward good attendance through awards, certificates, and class competitions.

Attendance Categories

Types of Absence

- **Authorised Absence:** Granted for legitimate reasons like illness or unavoidable appointments. Written documentation is required.
- **Unauthorised Absence:** Includes truancy, unexplained absences, and holidays during term time without prior approval. This can lead to consequences as outlined by the school and KHDA regulations.
- **Persistent Absenteeism:** Defined as missing 20 or more days in an academic year. Persistent absenteeism significantly hinders a student's academic progress. The school will closely monitor absenteeism and inform parents if their child is at risk of reaching this threshold.
- **Group Absences:** Group absences are particularly discouraged because they disrupt not only the students who are absent but also those who attend. When a large number of students are absent, it can hinder the progress of lessons, delay the curriculum, and create additional challenges for teachers who must adjust their plans. This collective absenteeism undermines the efforts of students who are present and ready to learn, creating an unfair and disjointed learning environment.

Appointments, Travel, and Holidays

- **Scheduling Appointments:** We understand that medical and other essential appointments are sometimes necessary during school hours. However, we strongly encourage parents to schedule these appointments after school whenever possible. Doing so helps minimize disruption to your child's learning and ensures they receive the full benefit of their education.
- **Travel and Holidays:** Taking holidays during term time is strongly discouraged as it impacts your child's education. All requests for leave must be made in advance and will be considered on a case-by-case basis, including KHDA approval when required. Leave requests will not be approved during critical periods, such as the beginning of the school year or examination times.

Absence Procedures

Parent Responsibilities

- Notify the **Section Supervisor** on the first day of your child's absence.
- Provide a written explanation upon your child's return, along with a sick leave in the case of illness, even if you have already informed the school by phone.
- Keep the school updated with your current contact information at all times.

School Response to Absences

- If the school has not received notification of your child's absence, they will contact you on the first day.
- Persistent absences will result in a meeting with the Section Supervisor and Head of Section.
- If absences exceed or approach 20 days in a single academic year, the matter will be referred to the KHDA.

Punctuality, Tardiness, and Early Leaves

The Importance of Punctuality

Enhancing Learning and Focus: Punctuality ensures that students are ready to learn from the moment the day starts, preventing disruptions and allowing them to fully engage with the lesson.

Developing Responsibility and Respect: Arriving on time teaches students essential life skills like time management and shows respect for teachers and classmates by not disrupting the class.

Promoting Well-Being and Confidence: Being on time reduces anxiety and helps students start their day calmly, making them feel more connected and confident in the classroom.

Managing Tardiness

- The school day begins with the national anthem and morning assemblies at **7:45 am**, and students are expected to be present at that time.
- It is expected that students arrive **at 7:45 am**; students arriving after this time will be marked tardy.
- Persistent tardiness will result in consequences as outlined below.

Early Leaves

- Students will not be permitted to be dismissed from school before the end of school hours unless otherwise approved by the Head of Section for special circumstances.
- Leaving early can disrupt the student's learning and the flow of the school day. We strongly encourage students to remain in school for the full day to ensure they do not miss important instruction and activities.

Online Learning Attendance

- **Applicability:** This attendance policy applies in cases where the school must shift from on-campus learning to online learning on certain occasions.
- **Participation and Attendance:** Participation in online live streaming sessions is mandatory and is equivalent to attending a regular school day. If a student logs into a session but does not participate or respond to the teacher, they will be marked as absent.
- **Attendance Logging:** Attendance is recorded after each online session and reviewed by supervisors to ensure accuracy.

Consequences for Tardiness and Unauthorized Absences

Tardiness

Tardies will be recorded for any student arriving **after 7:45 am**. The consequences for tardiness are outlined in the table below:

Tardiness Incident	Consequence
1st & 2nd Tardy	Verbal warning
3rd & 4th Tardy	Written warning, letter to parents, and deduction of one conduct mark
5th Tardy	Meeting with parents, Section Supervisor, and Head of Section; deduction of one conduct mark

Unauthorized Absences

In the case of unauthorized absences, students **will not have** the opportunity to make up any missed graded assignments or assessments, and as a result, **a loss of academic marks** for those missed graded assignments or assessments. This includes, but is not limited to graded classwork, drop quizzes, announced tests, and end semester exams.

Group Absences

The same consequences that apply to unauthorized absences also apply to group absences. This means that students involved in group absences **will not have** the opportunity to make up any missed graded assignments or assessments. Additionally, those involved in group absences will have **2 conduct marks** deducted.

Acknowledgment and Signature

I have read and understood the terms and conditions of the attendance policy at Dubai International Private School.

I am the parent of: _____

In Section: _____

Date: _____

Name: _____

Signature: _____