

# Cambridge International School

## Student Attendance Policy and Procedures

NAME OF POLICY	Student Attendance Policy and Procedure
APPROVED BY	Principal
DATE APPROVED	August 2024
SCHEDULED REVIEW DATE	August 2025
SUPERSEDES	Version 2023
RELATED POLICIES	

## **Objective**

Cambridge International School Dubai (CIS) believes that regular attendance is essential to the progress and achievement of every student and is strongly encouraged by the Principal and staff. The school is responsible for promoting and monitoring regular attendance. We believe that consistent attendance at school is essential if pupils are going to make good progress. Parents are encouraged to do all they can to ensure that their child attends school promptly and regularly. There is no doubt that good attendance habits, formed early, will benefit a child's education and will be good preparation for later life.

With the intention of enabling all students to take full advantage of the educational opportunities available to them, CIS aims to encourage excellent levels of attendance and punctuality.

## **Students Rights**

Every child has a right to access the education to which she/he is entitled. Students, Parents and teachers share the responsibility for ensuring that attendance rates at CIS are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

The register is a legal document, which can be used as evidence. It is of vital importance that all registers are completed punctually and accurately by Learning Managers/Class Teachers during registration.

## **Roles and Responsibilities**

### **Parents:**

Parents are responsible for ensuring regular and punctual attendance of their children. Parents should familiarise themselves with this attendance policy and should work closely with school staff to overcome any problems which may affect a child's attendance. If their child is not coming into school, they should inform the school as soon as possible and apply for leave on Phoenix Parent Portal.

The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents will provide an effective and efficient system for monitoring attendance. Students are expected to attend CIS on every instructional day in the School Calendar.

### **Learning Managers/ Class Teachers:**

At Cambridge International School, the Learning Manager/Class Teacher is key in promoting regular, punctual attendance. The Learning Manager/ Class teacher should:

- Provide a good example by always being punctual for registration
- Carry out electronic registration
- Record late students on the system
- Ensure that all leave on Phoenix (up to 3 days) is approved
- Monitor patterns of absence for individuals within their form group
- Ensure parents are applying for leave on Parent Portal
- Alert the HOY when there is an attendance problem
- Offer praise to individual students whose attendance and/or punctuality is good or improves
- Follow school procedures for monitoring attendance

### **Teachers:**

- Provide a good example by always being punctual
- Take the register at the beginning of every lesson in secondary lessons
- Contact parents if attendance becomes a concern and escalate to Learning Managers
- Monitor progress of students with poor/good attendance and how it relates to their attainment

### **Heads of Year:**

Are responsible for monitoring the attendance of their year group. They should:

- Make new staff aware of the attendance policy and procedures
- Monitor attendance on a regular basis and set targets for improvement as appropriate
- Review registers and attendance and punctuality half-termly

- Contact parents of poor attenders (below 96%)
- Follow up internal truancy with appropriate consequences
- Promote good attendance and punctuality through assemblies, commendations, rewards, etc.
- Ensure detailed attendance data is regularly collected and used to inform strategic planning on attendance matters
- Follow school procedures for monitoring attendance

### Procedures

Electronic Registration will be carried out between 7.40am and 7.50 am daily. Registers will be marked promptly and will close at 7.50 am. If a student arrives after the start of registration but before the registers have closed, she/he will be marked as late for school. In the Secondary School, all lessons require attendance to be taken. In Primary School and Early Years, attendance is recorded during morning registration and after break time. Registers should be marked in accordance with the school guidelines below. If a child is late, they must have their ID card scanned by reception and a late pass issued.

Code	Description
/	Present (PM)
O	Absent
M	Medical Appointment
H	Time away from school
R	Early Leave
S	Study leave
#	Unexpected school closure
W	Work experience
D	Digital learning
V	Educational off-site visit
E	Exclusion/Suspension
U	Late-Parents/Guardian
B	Late-School transport
L	Late due to pre-authorised reason
L	Late-Late pass scan
+	Non-Instructional working day

### Absences

- All absences will be recorded as either authorised or unauthorised. If an explanation for an absence is not received or if the explanation is deemed unsatisfactory then that absence will be recorded as unauthorised. (Absences will not be authorised for reasons such as family holidays, shopping, day-trips and birthdays). If a pupil is absent because of illness for **five consecutive days**, the school may request supporting evidence from a doctor
- Parents are advised to apply for leave via the Phoenix Parent Portal on the first day of any absence. If the absence is pre-planned, this should be applied for as soon as possible.

- Absences up to 3 days must be approved by Learning Managers/Class Teachers, between 4 and 15 days by HOYs, between 16 and 30 days by HOS and anything over 30 days will need to be approved by the Principal through Phoenix
- We encourage parents to make appointments for their child after school. If this is not possible then the child's Learning Manager should be notified of early leave through an email at least one day before. It is only in exceptional circumstances that parents are granted leave. It is particularly important that leave applications are not applied for where a child already has a poor record of attendance. If a child has already missed a significant amount of curriculum time, it is most unlikely that an application for leave will be approved
- Each day, between 8:20am - 9:00am, an SMS is sent to all Parents of students that are absent/late to/from school

Days of absence	Action to be taken and recorded
1	First day of absence SMS will be sent to the registered parent mobile
2	An email will be sent to the parent by the Class teacher or Learning Manager
3	A phone call to the parent will be made by the Class Teacher or Learning Manager
4	A phone call to the parent will be made by the Head of Year
5	A phone call to the parent will be made by the Head of School
6-19	The case will be referred for appropriate action to be taken by the School and GEMS Safeguarding Team

- Students whose attendance falls below 96% will be set targets for improvement and a standard letter sent home to their Parents. These targets will be regularly reviewed by the Learning Manager and HOY
- As per ministry policy, if a child is absent for more than 20 consecutive days, and without valid reason or without informing the school, CIS will inform KHDA.
- Any parent that requires more than 20 days' leave must seek prior approval from the KHDA
- Students shall be expelled, if absent from School for no reason or for unacceptable reason for 20 consecutive days or 25 non-consecutive days after obtaining KHDA approval
- For planned leave, parents are required to seek permission/approval from the principal if the leave is less than 30 consecutive days. If the leave exceeds 30 days then approval from the KHDA is required

### **Lateness to School (APPENDIX 1)**

Students arriving after 7.50am should report to reception where their ID cards will be scanned. They will be given a late pass to present to their Learning Manager at form time or to show their subject teacher in period 1. If a student is late to school, the following is to be enacted;

- **5-10 lateness:** Class Teacher contacts parents via telephone
- **11-20 lateness:** HOY contact parents via telephone/email and meets with parents
- **21+ lateness:** HOS meet with parents
- **31+ lateness:** Parents notified regarding consideration of re-enrollment during meeting with School Principal

### **Early Leave**

A leaving early slip must be signed by the Receptionist before the student is released from school. This must be handed to Security on leaving. An early leave slip **will not be issued** after **1.15pm**. In this instance, parents will have to wait until the end of the school day, unless they have an emergency

### **Emergency/General Leave**

When a student is out of school for approved emergency or general leave, the school will provide asynchronous work that will be shared with the student. All lesson resources will be uploaded on to Phoenix Classroom for all students to access. The work completion is expected to be followed by the student and parents. Staff will support with feedback on tasks when possible.

### **Compulsory Events**

At times, there are a number of out of school hours' events, e.g., musical concerts, socials, camps. Students are required to attend these functions and it only in the most exceptional circumstances that leave will be granted. At these functions, the responsible teachers maintain a register (via class lists) in order to carefully monitor student attendance and dismissal

### **Encouraging Good Attendance**

Good attendance improves peer relationships, allows students to achieve their potential and therefore contributes positively to the school community. Students with good and improved attendance receive 100% attendance certificates on a termly basis, during assembly time. Students' attendance is included on all school references which are requested by prospective colleges and employers and are used as part of their admissions and interview procedure

### **Target Setting**

Whilst we would hope for all students to have 100% attendance, we recognise the fact that this is not possible in all cases. Individual students with lower than expected attendance will be given a realistic target for improvement, which will be monitored on a regular basis. Significant improvement or an effort to do so is recognized.

### **Back to School**

At the beginning of each term and in particular beginning of the year many students do not report to school on day one. If a student is late to school, the following is to be enacted;

1. During the **first week** the **Class Teacher/Learning Manager contacts** parents via telephone or email to ascertain attendance.
2. Following continued absence in the **second week** the **Head of Year & School Registrar contacts** parents via telephone or email to ascertain attendance.
3. If by the **third week** there is still no contact the child is **referred to the Child Safeguarding Lead** who informs KHDA (or equivalent governing body) and students are removed from the school and KHDA records. This is also recorded into the GEMS **Child Safeguarding system Guard** for School support Centre to be aware.

### **Communication**

Cambridge International School Attendance Policy will be communicated through:

- Parents Consultation Meetings
- Assemblies
- Guidance and advice in the parent handbook
- School website

## APPENDIX 1

### **EXAMPLE EMAIL 1: Persistent Absence Email 11 – 20 lates – By Head of Year**

Dear Parent,

As part of our school policy and KHDA requirements, it is our duty to follow up on all absences.

I am concerned that **Name** has missed so much school this year. **He/She** has been absent at some point during **#** of the **#** weeks this term and **his/her** attendance at the moment is **\_\_\_\_\_**%. The KHDA considers attendance less than 90% as *very weak*. As **Name** is in Year **\_\_** now and the curriculum is well underway, it is imperative that **his/her** attendance improve. **Name** has missed a lot of important work.

We would like to meet with you and your **son/daughter** to discuss further our concerns and steps we can take to create a better attendance rate.

Kind Regards,

### **EXAMPLE EMAIL 2: Persistent Absence Email – By Head of School 21+ lates**

Dear Parent,

The KHDA considers attendance less than 90% as *very weak*. As **Name** is in Year **\_\_** now and the curriculum is well underway, it is imperative that **his/her** attendance improve. **Name** has missed a lot of important work.

We would like to meet with you and your **son/daughter** to discuss further our concerns and steps we can take to create a better attendance rate.

Kind Regards

### **EXAMPLE EMAIL 3: Persistent Absence Email – By Principal 31+ lates**

Dear Parent,

The KHDA considers attendance less than 90% as *very weak*. As **Name** is in Year **\_\_** now and the curriculum is well underway, it is imperative that **his/her** attendance improve. **Name** has missed a lot of important work.

We would like to meet with you and your **son/daughter** to discuss further our concerns and steps we can take to create a better attendance rate. At present due to the continuous lates this now impacts on your continued enrollment at CIS.

Kind Regards