

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.



مدرسة رويال الامريكية
ROYAL AMERICAN SCHOOL

ATTENDANCE

Policy 2021 - 2022

This policy will form part of all new staff induction

And appear on the school website

Review date September 2022

This policy has been read and adopted by the Royal American School Board of Governors and Principal:

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

STUDENT ATTENDANCE

Royal American school considers the responsibility of monitoring and promoting the regular attendance of all its students and staff a priority. We acknowledge that irregular attendance seriously disrupts continuity of learning and can lead to underachievement that may impede students' ability to develop long lasting friendships and confidence within the school setting. We will consistently work towards a goal of 100% attendance and therefore Students and staff are expected to attend school on each day of the ADEC academic calendar. Parents are expected to ensure that their children attend school. Principals are responsible for the attendance of all students registered at their school, and for establishing procedures to maintain high attendance, in line with Policy 8120 Student Attendance.

At the Royal American school, we believe that a high level of school attendance is essential for a student to reach their full potential.

RESPONSIBILITIES:

To ensure the effective implementation of this policy:

ADEC School Operations, Student Services Division will:

- Administer this policy and monitor its effective implementation.
- Annually issue additional guidance regarding registration and enrollment.

ADEC P-12 Policy, Special Education Division will:

- Provide additional procedures for the registration and enrollment of SEN students.

Cluster Managers will:

- Monitor and coach the Principal in effective implementation of this policy.
- Report cases of non-compliance immediately to the Lead Cluster Manager.

All members of the school community will:

- Provide support, advice and guidance to parents and students
- Recognize the needs of individuals following significant periods of absence.
- Developing positive and consistent communication between home and school.
- Implementing a clearly-defined system of rewards and sanctions.
- Defining clear roles and responsibilities for monitoring attendance and punctuality.
- Developing a system whereby data is gathered and analyzed regularly.

Principals will:

- Provide a welcoming and caring ethos, characterized by positive relationships and mutual respect.
- Applying the whole-school attendance policy consistently.

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

- Establishing and maintaining a high profile for attendance and punctuality by example
- Training for inspiring and motivating teaching.
- An appropriate and relevant curriculum for all students.
- An emphasis on working in partnership with students and families.
- Establish procedures to ensure that students' enrolment and registration data are entered onto eSIS. That they are current, accurate, and complete.
- Ensure that copies of student vaccination cards are collected at the time of enrolment.
- Be responsible for the attendance of all students registered at their school.

School Nurses will:

- Collect copies of student vaccination cards.
- Enter student vaccination information into HAAD's school health e-notification system.
- Ensure completions of vaccinations as required under HAAD regulations.

Parents/Guardians will:

- Enrol all children between ages of 6 and 16 in an ADEC school (public or private).
- Provide all information as required on eSIS data entry forms.
- Provide a copy of the child's Vaccination card.
- Enrol school-age children in school prior to the deadline announced by ADEC every year.
- Enrol kindergarten students prior to the deadline announced by ADEC every year.
- Ensure students are present in school each day

The Academic Review Committee will:

- Convene at the end of the academic year to determine the promotion status of students who have accumulated 30 or more unexcused absences.
- School-Based Staff, including Social Workers, will: Enter attendance data into the eSIS system on a daily basis.
- Communicate with parents/guardians to resolve issues of students with repeated unexcused absences, as directed by the Principal.

ASSISTANCE

For assistance or further information, please contact your direct manager. Cluster Managers may contact ADEC School Operations Sector: Student Services Division for further assistance.

Policy 8120: Student Attendance

The purpose of this policy is to establish the attendance requirements that must be included in the school-based attendance procedures for all Abu Dhabi Education Council (ADEC) public schools.

POLICY STATEMENT

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

1. Students are expected to attend school on every instructional day in the ADEC school calendar. Good attendance at school is essential for student learning. It is the duty of parents/guardians, teachers and all other school staff to ensure that students attend school every day.

Definition of Excused and Unexcused Absences:

2.1. Excused Absence

2.1.1. A student's absence from school will be considered excused only for the following reasons:

- Personal illness.
- Scheduled doctor appointment.
- Death of a first or second degree family member (up to 3 days).
- Official school or community duty as assigned by a government agency.
- Official summons to a government agency.
- Family travel in order to accompany a first degree family member for treatment abroad for up to 30 days (the period may be extended by application to HAAD).

2.1.2. Excused absences must be confirmed by parents/guardians in a signed note and accompanied with appropriate documentation where possible (e.g. medical certificate).

2.2. Unexcused Absence

2.2.1. A student's absence from school for more than half of the school day without the provision of a valid excuse is considered an unexcused absence. For information on school day hours, please refer to Policy 2120 Length of the School Day.

2.2.2. Examples of unexcused absences include, but are not limited to:

- Shopping trips
- Appointments without prior approval
- Social events
- Non-medical family travel

2.2.3. Truancy: Students are considered truant if they are absent from school without their parent/guardians' knowledge or consent. Truancy is considered an unexcused absence. Schools will give written notice to parents/guardians when their child has been truant. Issues of repeated truancy will require the parents/guardians to meet with school officials in accordance with the school's Behaviour Management Plan.

Attendance Procedures:

All schools will establish attendance procedures designed to ensure that:

3.1. All students who are officially enrolled attend school on time each day and attend all classes.

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

- 3.2. Accurate daily attendance data for each student is collected before or during the first lesson of the school day and entered into eSIS before the end of the second lesson of the school day. This shall include entry of data provided by parents/guardians regarding students' absences.
- 3.3. All issues of students with repeated unexcused absences are directed to the Principal for resolution. The Principal may direct the Social Worker or other school-based staff to address the issue with parents/guardians.
- 3.4. The school Behavior Management Plan will include procedures for managing unexcused student absences, including part-day unexcused absences from lessons and school events.

Programs to Encourage Attendance:

Schools will seek to achieve high student attendance through the following initiatives:

- 4.1. Providing a safe, caring and engaging learning environment that promotes student engagement.
- 4.2. Establishing programs and procedures to promote, encourage and reward good attendance.
- 4.3. Implementing strategies and programs to address attendance problems for students.
- 4.4. Providing clear information and advice to parents about the benefits of high attendance and informing the school community of the rules and consequences of poor attendance.

Communication:

All schools will communicate to families the set of responsibilities that parents/guardians have regarding student attendance. Parents' responsibilities include, but are not limited to:

- 5.1. Making every effort to ensure that their child attends school every day and arrives on time.
- 5.2. Informing the school if their child will be absent from school.
- 5.3. Providing a signed note when their child returns to school following an absence, indicating the reason for their child's absence.
- 5.4. Scheduling family vacations to coincide with scheduled school breaks.

Maximizing Instructional Time:

In order to maximize instructional time, schools should monitor the amount of time students are diverted away from scheduled classroom learning activities to participate in preparations for

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

celebrations and school-organized festivities. Typically, no student should spend more than a total of 3 to 4 days in a year on such preparatory activities

Consequences of Absences:

- 7.1. **Missing Assessments:** If a student misses an external test or examination due to an unexcused absence, credit will not be awarded for the missed test or examination and this will impact the final mark/letter accordingly.
- 7.2. **Missing Assignments:** Students are responsible for completing all assignments missed during absences.
- 7.3. **Referral to Social Worker:** If a student accumulates 10 unexcused absences during one school year, in addition to normal required procedures to address poor attendance, they shall be referred to the school Social Worker. An intervention program to improve attendance, developed in consultation with the parents and which includes regular ongoing communication with parents, will be put in place.
- 7.4. **Formal interview with Principal and Parents:** If a student accumulates 20 unexcused absences during one school year, the student and their parents/guardians must attend an interview with the Principal and Social Worker. At this time, the consequences of further poor attendance must be made clear to the parents and student. The intervention program must be revised and an agreement regarding attendance for the remainder of the school year must be negotiated and signed.
- 7.5. **Referral to Academic Review Committee:** If a student accumulates 30 or more unexcused absences during one school year, they shall be referred to the school's Academic Review Committee with a recommendation that they be retained in the same grade the following year. If the student is 16 or younger and has already been retained twice previously, then they must be promoted to the next grade, with support from an ongoing intervention plan. If the student is older than 16 and has already been retained twice previously then they shall not be registered for the following year and shall be recommended for home schooling.

ATTENDANCE at Royal American School

School attendance is very important if you are to achieve the best from your education.

You should endeavour to attend school at all times except when you are ill. It is usually possible to arrange medical, dental or other appointments out of school hours. If you manage 100% attendance for the full year you will receive rewards in the form of certification and activities. For each half term of 100% attendance house points are awarded. If you cannot avoid absence please ask your parent or carer to telephone the school as soon as possible to explain why you cannot attend.

For any unavoidable appointments during the school day please:

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

- Bring your appointment card and a letter from your parent/carer explaining the time you need to leave school and the time you will return.
- Obtain a 'Permission to Leave School' slip from admin office and get it signed by your Teacher.
- It is essential that your parent/carer inform us of the reason for your absence otherwise it may be recorded as 'Unauthorised', even though there might be an acceptable reason

You should aim to be absent from school as little as possible. If you are absent for more than 10 days in any year there is a problem which must be put right. The minimum target for every child to attend school is 95%.

Can I Leave The School Site?

A students may not leave the School site without permission from their parents/ carers and the School. All students need to sign out with admin and obtain a leave pass.

Holidays In School Time

Students should not take any leave during term time as sections of education that may be impossible to repeat could be missed. Examinations take place throughout the year and many students in secondary could have tests/exams at regular points in the school year. Charges will be made for IGCSE exams missed through absence, unless medical evidence can be produced. Attendance and punctuality levels are recorded on all references and school reports.

Punctuality

It is essential that you are present for every lesson and on time. Persistently late students will be dealt with severely.

Lateness

You should always be on time for school. If you arrive after 7.30am then a slip will be issued to you, which MUST be handed to the teacher on arrival at your lesson.

This is not only to enable you to get your attendance mark, but it will help us to ensure your safety in an emergency and avoid someone contacting your home in the belief that you are absent.

Contacting Home

As mobile phones are banned in school. You should ask supervisors if you need to contact home.

Medical

If you feel ill inform your teacher who will allow you to go to the nurse if it is felt there is a genuine need. The staff there will try to assist you and will contact home if necessary.

- DO NOT contact home without seeing a member of staff first.
- DO NOT leave school without permission from staff

You Should Not Miss Out On The Education You Deserve

Every student is issued with a Student Card displaying their name, photograph and House. On the reverse, the card may also indicate any medical conditions.

School Vision

Become an institution of innovative education for a society of knowledge and global pioneering.

School Mission

To equip its graduates with 21st century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.

It is vitally important that you keep your ID card safe and carry it with you at all times. The card is designed as a single source of information to assist both students and staff as they go through their daily routines within school.

If you lose or misplace your ID card, it is very important that you report this to admin immediately so that the card can be cancelled. This will prevent the ID card being used by anyone else. A placement card can then be purchased from admin at a cost of AED 10. Your ID card should be clipped on to a lanyard.

The Student ID Card will be required to confirm your identity and must be produced if asked for by a staff member

Royal American School assembly starts at 7.50am for the National Anthem then students' official attendance is taken. Learning starts at 8.00am. School finishes at 2.10. All students using the bus service must go directly to their area at 12:50 and then be escorted to the buses. All students who go home on their own (Grade 7-10) must leave the school grounds immediately. All other students must wait in the school yard for their parents.