



# مدرسة السّلم الأولى

## THE FIRST ASSALAM SCHOOL

### **ATTENDANCE POLICY**

**We at First Assalam School believe that students make the greatest progress and achieve the best results when their attendance is regular and uninterrupted. For a child to succeed in the school environment it is essential that a high level of attendance is maintained.**

A target attendance rate of 90% is what the school will aim to attain (individual student attendance is expected not to fall below 85%). First Assalam School works for a minimum of 185 days per academic year. We expect all children to not miss any more than **28 days over the school academic year**. Children absent for more than 28 days in the school year, without due reason, may not be offered a place in the immediate academic year depending on the circumstances. At First Assalam School we want to put in place a clear, workable policy to monitor, improve and maintain good attendance. This policy will involve a partnership with the school and parents.

#### **Purpose of the Policy**

- To ensure all parties are aware of their responsibilities.
- To ensure high levels of attendance, in order for students to achieve outstanding levels of achievement, progress and personal growth.

#### **Rights & Responsibilities**

- Improving attendance at First Assalam School is the responsibility of everyone in the school community – pupils, parents, and all staff.

#### **Pupils**

- All pupils are expected to attend school and all their lessons regularly and punctually.
- Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from the Class teacher, and if the need should arise, from the Vice Principal /Principal. At the end of each academic year, pupils who have 100% attendance will be presented with certificates.

- **Parents:**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending or is late, parents are requested to notify the school as soon

as possible in writing. A pupil's absence from school must be considered unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for concern will be written to by the Class teacher/ Vice-Principal at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

<b>Unexcused Absent Days for the whole year</b>	<b>Consequence</b>
<b>10 days</b>	<b>First Warning Letter( Meeting with Teacher)</b>
<b>17 days</b>	<b>Second Warning Letter ( Meeting with VP)</b>
<b>28 days</b>	<b>Final Warning Letter ( Meeting with Principal)</b>

**School:**

Staff will encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching staff). First Assalam School will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

**Registration**

School operates in morning and evening shifts.Registration for morning shift will be called at 7.00 am and for evening shift registration will be done at 1:00 pm. Pupils who arrive late will receive a late slip, giving time of arrival and reason for being late. When the child enters the class with a late slip, the class teacher will amend the register entry to read 'late' when recording attendance.

**Tardiness**

- Tardiness shall be noted in the late book and monitored by the class teacher.
- If the 'late-coming ' becomes a regular occurrence the parents/guardians will be invited to meet with the Vice Principal.

**Procedures for following up absences**

- Parents will be contacted by the class teacher when the child has been absent on a school day via a phone call/ SMS or circular note. Teachers will maintain a log record of the calls.
- A final telephone call will be made by school registrar to parents when the child has reached 28 days of absence. (Vice-Principal )
- When pupils have been absent for 28 days, the child will receive notification in writing and SMS that due to long unjustified absence from school, they may not be offered a place in the school any longer. (Vice-Principal).
- In all circumstances, the ministry of Education and Higher Education is informed of absences of 10 continuous days or more. This information must be provided by the Vice-principal through appropriate channels.