



## **PROGRESSIVE ENGLISH SCHOOL (L.L.C.)**

(Approved by the Ministry of Education, UAE, Affiliated to CISCE (ICSE / ISC), New Delhi)

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# **ATTENDANCE POLICY**

**Reviewed on: March-2023**

**Updated on: April 2023-2024**



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### **ATTENDANCE POLICY**

Implemented :

Reviewed

Compiled by: SLT &SMT

Approved by:

Progressive English school believes that regular attendance is an essential prerequisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school. The minimum expected attendance is 95% as attendance of less than 95% has been shown to compromise student attainment. If days are regularly missed, then continuity of learning and progress are significantly hampered as pupils find it difficult to catch up with missed work. SPEA's commitment to good attendance as outlined in the Parent-School Contract has been taken into account in drawing up this policy.

#### **Aims:**

The aims of the PESS attendance and punctuality policy are:

- To encourage prompt arrival at school
- To encourage regular attendance
- To ensure that routines are in place for monitoring attendance and for early identification of any difficulties

#### **Roles and Responsibilities:**

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff. By co-operating and working together we can improve attendance and this in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Parents are responsible for:

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.

- Helping students to understand the importance of going to school and showing disapproval of missing school.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to see an appointment card. Teachers are responsible for:
  - Marking the attendance every morning by 7:15 a.m.
  - Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by pupils and their parents.
  - Informing the line manager where there are concerns and acting upon them.
  - Organizing an individual student monitoring and reward system for target students with poor attendance.
  - Emphasising with students the importance of good attendance and punctuality.
  - Discussing attendance issues at parent/teacher conferences when necessary.
  - Setting an example by arriving promptly to lessons.

Principal / Head of School or delegated senior staff, are responsible for:

- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Overall monitoring of school attendance.
- Overall preparation and implementation of the attendance policy.
- Processing holiday requests.
- Promotion of importance of attendance during assemblies and publications. Managing Attendance: Strategies for maximising attendance
- Attendance and punctuality will be promoted through assemblies.
- If a child's attendance level drops below 90%, a warning letter will be sent to parents.
- If a child's attendance level drops below 85% parents will be asked to attend a meeting with a senior member of staff.
- If a child's attendance drops below 80%, they are at risk of not being promoted at the end of the academic year or may not be re-enrolled in the school.

Parents should be aware that absence can only be accepted for the following reasons:

- Sickness which should be proved by a medical certificate if after 2 days in length
- Close family bereavement up to a maximum of 5 days.

The following action will be taken by the school for non-attendance:

- If no explanation of absence is provided by 8.00 a.m., then a phone call will be made to ascertain the reason for the absence. If there is no reply, then a letter to request an explanation will be sent.

- Students whose attendance falls below 90% in a given half term with no justifiable reason, will receive a warning letter.
- If attendance does not improve, then a meeting will be arranged with a senior member of staff.
- Pupils with frequent "odd days" off from school will have their attendance patterns carefully monitored.
- Pupils who are absent from school for a prolonged period without good reason (more than one week) will have their situation investigated.
- Parents who fail to co-operate with the school to ensure good attendance may have the school place withdrawn at the end of the academic year or not promoted to the next grade level.
- Students must be present in the school campus before the commencement of the Assembly. Attendance at the Assembly is mandatory.
- All students have to be present on the first and last working day of each Term.
- Irregularity in attendance will be viewed seriously and could result in detention. If a student's frequent absence is found to be wilful or is not supported by a note of absence from the parent/guardian this would be reported to SPEA for the necessary action.

#### **Leave and Absence**

- Late comers will not be admitted to the class without the written permission of the Supervisor.
- Prolonged absence on medical grounds should be supported by a Medical Certificate.