


RAHA INTERNATIONAL SCHOOL KHALIFA CITY CAMPUS

POLICIES

Policy title	Safeguarding Attendance
Policy number	KCC_POL_SA_01
Policy Version	1
Effective date	August 2023
Scheduled review date	August 2024

Prepared by	Name	Signature
Document Controller	Sandra Alcalde	


Approving Committee	Name	Signature
Principal	Nicola Neethling	

Table of Contents

Rationale	2
Definition.....	3
Purpose.....	3
Expectations.....	3
School Timings.....	4
Types of absences.....	4
Authorised Absence.....	4
Unauthorised Absence.....	5
Reporting Absence and Sickness	5
Vacations During the School Year	5
Continued Unauthorised Absences.....	5
Revision Log	6

Rationale

In accordance with our Mission Statement, we endeavour to work together in a safe, happy and caring environment that cultivates knowledge, courage and connection to unlock the unique potential in all. We aim to develop all our learners through fostering a climate of intercultural understanding and respect to become responsible and thoughtful global citizens.

Regular school attendance enables students to maximise their full potential and to actively participate and engage in their learning. KCC commits to its ethos to promote in partnership with parents the regular attendance of students, and to ensure that school staff monitor regular attendance at school.

Definition

For this policy, *Attendance* refers to the total number of school days attended by the student during the academic year based on the school calendar. *Absence* refers to the days when students fail to attend school.

Purpose

To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.

To encourage students to attend all classes in a timely manner to maximise the educational benefit of attending school.

To establish Raha International School Khalifa City Campus (KCC)'s expectations in relation to full attendance by all students and absence reporting, in line with the Abu Dhabi Department of Education and Knowledge (ADEK) policy 54 (Attendance) and policy 55 (Absence).

Expectations

1. Students are expected to attend school on every school day as specified in the ADEK approved academic calendar.
2. Students shall arrive at school punctually every day and attend classes on time. Parents / Guardians will make every effort to ensure that children attend school every school day and arrive on time.
3. Teachers shall maintain a record of attendance by students.
4. KCC will maintain accurate daily attendance data for each student, including timely or late arrival, and will daily enter these data entered in the ADEK system.
5. Parents / Guardians are expected to inform the school accordingly if a student needs to be absent from school for a particular day.
6. Parents / Guardians should seek to ensure that family vacations take place during scheduled school holidays.
7. The nature of KCC's programme is designed for students to learn within their community of peers. It is not possible to send class work home or for students to complete the equivalent work at home.

School Timings

- EY1 7.45am to 1.00pm Monday to Thursday
- EY2 7.45am to 2.00pm Monday to Thursday
- Primary 7.45am to 3.00pm Monday to Thursday
- Secondary 7.45am to 3.00pm Monday to Thursday
- All students 7.45am to 12.00pm on Friday

Late Arrivals: Students arriving from 7:50am will be considered late.

Types of absences

There are two types of recognised absences: Authorised and Unauthorised.

Authorised Absence

The following types of absences may be regarded as authorised when requested by email from Parents/Guardians:

- Illness
- Death of first or second degree relative
- Scheduled doctor's appointment
- Out of school suspension
- Educational Visit or commitment
- Sporting Activity. Must be approved by Head of School
- Essential urgent family travel for matters such as medical treatment
- Enforced Closure

If a student has an illness and is unable to participate in physical education or swimming activities a medical certificate should be issued by the physician.

When a child is absent from school for three consecutive days or more, parents need to provide a clearance medical certificate.

Unauthorised Absence

- Family Holiday
- Shopping Trips
- Other types of absences not included in the authorised absences list

Reporting Absence and Sickness

Parents are required to report a student's absence the night before if they know that their child will not be attending school or before 8:30am on the morning of their absence. If a parent does not contact the school the absence will be recorded as unauthorised.

Vacations During the School Year

The school year includes enough vacation time and therefore an extension of this time is not encouraged.

Parents should notify the relevant Head of School if a child is going to be absent from school for a prolonged period outside regular vacation time. The absence will be acknowledged; however, not given approval.

All days missed will be counted as unauthorised absences. Teachers are not expected to make exceptional lesson planning arrangements for students who miss school because of holidays taken during school days.

Continued Unauthorised Absences

Unauthorised absences cannot exceed 10% of the total academic year and cannot number more than 30 days total (authorised and unauthorised). Absences exceeding this number will be referred to the Academic Review Committee and may result in a student either being retained in the current grade or withdrawn from the school.

Academic Review Committee

- Principal
- Vice Principal
- Head of School

Revision Log

Date	Changes	Reviewed By