


**RAHA INTERNATIONAL SCHOOL**

**GARDENS CAMPUS**

POLICIES

Policy title	Safeguarding: Attendance Policy
Policy number	GC_POL_ATT_024
Policy Version	4
Effective date	September 2023
Scheduled review date	September 2025

Prepared by	Name
SLT	SLT

Approving Committee	Name	Signature
Vice Principal	Carol Michelle Pratt	

## Table of Contents

<b>Definition .....</b>	<b>1</b>
<b>Purpose .....</b>	<b>1</b>
<b>Attendance Procedures .....</b>	<b>1</b>
<b>The School Day .....</b>	<b>1</b>
<b>Pick up and drop off .....</b>	<b>1</b>
Early Years.....	2
Primary.....	3
Secondary.....	3
<b>Late Arrivals &amp; Early Dismissals.....</b>	<b>3</b>
Early Years.....	4
Primary.....	4
Secondary.....	4
<b>Prompt Collection .....</b>	<b>4</b>
<i>Reporting Absence and Sickness .....</i>	<i>5</i>
<b>Absence.....</b>	<b>5</b>
<b>Authorised Absence: .....</b>	<b>5</b>
<b>Unauthorised Absence:.....</b>	<b>6</b>
<b>Vacations During the School Year.....</b>	<b>6</b>
<b>Revision Log .....</b>	<b>6</b>

## Definition

Attendance refers to the total number of school days attended by the student during the academic year.

## 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 so as to maximise the educational benefit of attending school.

To establish Raha International School'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).

## Attendance 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 their children attend school every school day and arrive on time.
3. Teachers shall maintain a record of attendance by students for every lesson.
4. Raha International School will maintain accurate daily attendance data for each student, including timely or late arrival. This is entered into the ADEK system each day.
5. If students need to be absent from school for a particular day, parents/guardians must inform the school accordingly (see below section on reporting absences).
6. Parents/guardians should seek to ensure that family vacations take place during scheduled school holidays.

## The School Day

### 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 (including EY1) finish at 12:00pm every Friday**

### Pick-up and drop-off:

Gate timings:

Gate	Monday	Tuesday	Wednesday	Thursday	Friday
Gate 1	24/7	24/7	24/7	24/7	24/7
Gate 2	07:25 – 07:50	07:25 – 07:50	07:25 – 07:50	07:25 – 07:50	07:25 – 07:50
	12.50 – 13:10	12.50 – 13:10	12.50 – 13:10	12.50 – 13:10	11:45 – 12:20
Gate 3	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45
EY1	12.50 – 13:10	12.50 – 13:10	12.50 – 13:10	12.50 – 13:10	11:45 – 12:20
EY2	13:50 – 14:10	13:50 – 14:10	13:50 – 14:10	13:50 – 14:10	11:45 – 12:20
General	14:50 – 15:20	14:50 – 15:20	14:50 – 15:20	14:50 – 15:20	11:45 – 12:20
Gate 5	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45
	15:00 – 16:45	15:00 – 16:45	15:00 – 16:45	15:00 – 16:45	12:00 – 12:45
Gate 8	06:30 – 17:30	06:30 – 17:30	06:30 – 17:30	06:30 – 17:30	06:30 – 17:30
Gate 9	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45	07:25 – 07:45

At 7.40am the UAE National Anthem will play, and all people on campus are required to stand and face the flag, regardless of where they are.

Early Years and Primary students should congregate in their designated areas of the school with teachers on duty from 7.30am – 7.45am.

### EY1/EY2

After the anthem has played, EY1 students will meet at Building B, outside their classroom; EY2 students will meet at Building E outside their classroom.

At the end of the school day, EY1 and EY2 students should be collected from their classrooms using the external doors by a designated adult. Alternatively, bus students will be taken to the buses by a member of the school staff. Students in after-school care will be collected by the ASC team and taken for activities.

Students attending ECPs will be collected by the teacher responsible for the activity. Parents should collect their child from the activity once it is completed. Students who are attending ECPs are not taken to buses.

EY parents should notify their child's Homeroom Teacher if another adult is picking up their child to avoid any issues.

### Primary

After the anthem has played, Primary students will line up according to their class and grade within the Primary Piazza, or outside Building L at their designated spot where they will be met by their class teacher.

At the end of the school day, Primary students can be collected outside of Building L (Grade 1 on Craig's Playground, Grade 2 and 3 in front of the entry doors) or on the PYP pitch (Grade 4 and 5).

Primary parents should notify their child's Homeroom Teacher if another adult is picking up their child to avoid any issues.

Parents who allow primary students to walk or cycle home to Raha Gardens must provide school with written permission for us to allow the students to leave the campus unattended. A valid EID must be presented in person at the Reception Front Desk in order to sign the form; the badge will be produced within 24 hours.

Students attending ECPs will line up according to the signage on the PYP gym and wait to be collected by the teacher responsible for the activity. All Primary students must be collected by parents following the ECP as there are no buses available.

Primary students will not be allowed to leave the campus or wait in the car park to be collected. They must remain inside the gates until a parent or adult collects them. Parents must collect their children from the various gates so that children do not walk across the car park unattended.

### Secondary

Secondary Students are expected to be on campus promptly before 7.40am. Once the National Anthem has been played, students are expected to move directly to their advisory groups (Monday-Thursday) or Lesson 1 (Friday) to arrive before 7:45.

After Lesson 6 (Monday-Thursday) or Lesson 4 (Friday) students in Secondary are expected to find their own way off campus, whether it be on foot, collected by parents, or by bus. Those taking the bus must be physically on the bus within TEN MINUTES of dismissal or the bus may leave without them. Any student who is still on campus must go directly to the canteen and should not be unattended at any other location.

Students attending ECPs are responsible for finding their way from Lesson 6 to their ECP on time, including any necessary change of kit. Secondary students can make their way home following the completion of the ECP from any open gate.

## **Late Arrivals & Early Dismissals**

Secondary students arriving from 7:50am will be considered late and are required to sign in at Reception, before going to class, to collect a late slip or they will be marked absent.

Primary and EY students arriving from 7:50am will be considered late and should be marked as such by the homeroom teacher prior to 8am. However in cases of arrival after 8am, students must check in at Reception before going to class, to collect a late slip (or they will be marked absent).

Should a parent/guardian wish collect their child early from school, the following procedures must be maintained:

### **EY1/EY2**

An email is to be sent **24 hours in advance** to the child's homeroom teacher and to [absent@ris.ae](mailto:absent@ris.ae).

The parent/guardian is to check in with the Front Desk Administrator at Reception who will arrange for the child to be brought to the office. Parents are not permitted to go directly to the child's classroom as this can disrupt teaching. Students must be signed out by their parent/guardian in person. The student will be given an Early Dismissal Pass that must be given to Security. Parents of bus students will be responsible to inform the "Bus Company" if their child has been collected.

### **Primary and Secondary**

An email is to be sent **24 hours in advance** to the child's homeroom teacher (Pri), Advisory Teacher and Head of Grade (Sec) and to [absent@ris.ae](mailto:absent@ris.ae).

The parent/guardian is to check in with the Front Desk Administrator at Reception who will arrange for the child to be brought to the office for Primary Students, and Secondary Students will make their own way to the reception. Parents are not permitted to go directly to the child's classroom as this can disrupt teaching. Primary students must be collected by parents; Secondary students may leave through Gate 1 using an Early Dismissal Pass. Parents may be contacted to verify the authenticity of the request to dismiss in case of concern. Please note children may not be released between 2.30pm and 2.50pm.

## **Prompt Collection**

If children are not collected after 10 minutes at the end of the school day or following an ECP, they will be brought to the Reception desk. It is important that young children are collected on time. If a child is consistently being left for late collection a parent conference will be called with a member of the Senior Leadership Team (SLT). Where there are six lates, the Head of School will request a meeting, and nine lates requires a meeting with the Vice Principal.

In the event of a family emergency or change of plan, please try to contact the school office via telephone as soon as possible so that your child and the teacher can be informed of your new arrangements.

Early Years and Primary parents should notify their child's Homeroom Teacher if another adult is picking up their child to avoid any issues.

### **Reporting Absence and Sickness**

Parents are required to report a student's absence before 8:30am on the morning of their absence by sending an email, with the name of the student and class, to [absent@ris.ae](mailto:absent@ris.ae), and their Homeroom or Advisory teacher.

When the Front Desk Administrator begins recording the attendance, if they not heard from the parent/guardian, they will then send an SMS notification (9:30am) informing parents/guardians that their child is absent.

If a parent does not contact the school or Front Desk is unable to speak to parents by telephone the absence will be recorded as unauthorised.

### **Absence**

All days missed from school for any reason will be reported on the report card as an absence.

- a. When your child is absent from school for three (3) consecutive days or more, you need to provide a letter explaining their absence or provide a note from the doctor upon return to school.
- b. Absences of 3 consecutive days or more will be followed up by the school.
- c. **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.

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

#### **Authorised Absence:**

The following types of absences may be regarded as authorised when confirmed by signed letter from Parents/Guardians:

1. Illness
2. Medical
3. Appointment

4. Religious Observance
5. Out of school suspension
6. Educational Visit or Trip
7. Approved Sporting Activity
8. Other Authorised Circumstances (i.e. bereavement, mandatory appearance before an official body). \*Must be approved by Head of School.
9. Enforced Closure

### **Unauthorised Absence:**

1. Family Holiday
2. Shopping Trips
3. Other types of absences not included in the authorised absences list

Absenteeism disrupts learning and it is not possible to “make up” in full the learning lost during a period of absence. We understand that emergency situations happen, however, the nature of our 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.

If your child has an illness or is recovering from an illness and is unable to participate in physical education or swimming activities a medical certificate should be issued by the child’s physician. The certificate should indicate the period of time that the child should be excluded from certain activities.

### **Vacations During the School Year**

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

Should you choose for your children to be absent from school for a prolonged period outside regular vacation time, parents should send an email to the relevant Head of School. The absence will be acknowledged; however, we do not give approval. All days missed will be counted as unauthorised absences on the report card. Teachers are not expected to make exceptional lesson planning arrangements for students who miss school because of holidays taken during school days.

Should you family decide to take an extended holiday during school time, parents must fill the ‘Student Leave Acknowledgement’ form at least 7 days in advance of the proposed date of leave. This can be downloaded from the Parent Portal. Once filled, the form must then be handed to Front Desk.



## Revision Log

Date	Changes	Reviewed By
25/11/2018	Re-ordered text to better outline EY-Primary-Secondary as per SAB recommendation  Added 'student leave acknowledgement' requirement – new part of policy to help track student absence	Estée Caplen
2/12/2022	Changed timings of the school day and week; changes to procedures at Reception for release	Carol Pratt
3/3/2023	Policy review	SMT, admin
20/9/2023	Changed to reflect lateness procedure changes in EY1-Grade5; new bus regulations	Jane Savimaki, Carol Pratt
19/8/2024	Full Policy Review	Carol Pratt