



Attendance and Punctuality 2019-2020



Emirates International Primary School promotes high levels of attendance and punctuality across the school. There is a clear connection supported by research, between high levels of attendance and achievement. At EIS there are high expectations of all members of the community, staff, parents and students alike in ensuring excellent attendance is the norm. The KHDA would expect a 95% attendance rate for all students if a school is to be rated outstanding.

Once a cycle of poor attendance and punctuality issue begins, it is difficult for a young person to break this pattern which can inevitably lead to underachievement, failure and even alienation.

Aims and Objectives

This policy aims to:-

- develop a whole school approach to attendance and punctuality
- recognise good attendance and punctuality to school and lessons will be reflected in high levels of attainment and achievement
- reward and celebrate high levels of attendance and punctuality
- reinforce the habit of attending school and punctuality for lifelong learning

School Ethos and Environment

All members of the school community need to work together to create a culture in which students attend school consistently and are on time to lessons and other school related events.

It is advised family holidays should be organised in school holiday time. Requests for time out of school for family occasions should be submitted in writing to the Dean of Students.

Registration

- Morning registration starts at 7:45 a.m. and students will be expected to be on time in the home room by 7.40 a.m.

Lateness

- Lateness is a form of truancy and a matter of discourtesy to members of the school community
- When students are late without an acceptable reason they will be reprimanded by their homeroom teacher. If students are late to specialist lessons, their subject teacher is permitted to employ appropriate sanctions and inform the homeroom teacher

- Students who arrive late for school after 7.45 a.m. should go to the school reception and collect a late pass which they hand to their teacher

- If a student is continually late to school a warning letter will be sent home and a note will be kept on the student's record

STUDENT ABSENCE

It is the parent's/guardian's responsibility to notify the school of their child's absence. This can be done via email to the homeroom teacher or by contacting the school reception by telephone on 043489804 before 7.30am.

If the absence is not reported to the school, then a member of the administration team will attempt to contact you to check you are aware your child is not in school. This is to guarantee all students are accounted for and safe. To assist us with this, please ensure you contact the school everyday of your child's absence with an explanation, or the absence will be recorded as unexplained and thus impact the student's attendance figures.

At the end of each term an email will be sent home to inform parents of students who's attendance has fallen below 90% as per KHDA regulations.