



Academic Attendance Policy

Emirates International School - Jumeirah

Attendance and Punctuality

Emirates International 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 issues begin, 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 Assistant Head - Pastoral/Inclusion .

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:

Primary: a warning letter will be sent home and a note will be kept on the student's record.

High School: There is a system of break and after school detentions. Parents will be notified.

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/class 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 whose attendance has fallen below 90% as per KHDA regulations.

Roles and Responsibilities

- The Principal and Heads of School ensure that the policy is implemented consistently across EIS - J.
- Ensure effective systems and protocols are put in place and implemented to track and manage attendance.
- Assistant Head Pastoral and the PWBL(High School) engage with staff, parents and the wider community to raise student attendance.
- Revise and amend the policy, as required.
- Analyse weekly, termly and yearly attendance data.

Progress, Wellbeing Leader - High School Only

- Promote and reward good attendance
- Communicate any concerns that may account for student absence. Liaise with parents and other stakeholders to address attendance issues.
- Support SLT with the analysis of weekly, termly and yearly attendance data.
- Support vulnerable long term absences of students.