



ATHENA EDUCATION
For Social Grace



المدرسة الأكاديمية الدولية
INTERNATIONAL ACADEMIC SCHOOL

ATTENDANCE POLICY

2023-24

Principal: Ms. Suhair Salah Hussein

Aim

IAS strives for students and families to understand the importance of regular attendance and punctuality of students. Student regular attendance has a direct impact on the social and academic progress of a student. This policy aims to ensure the best possible student attendance and punctuality with the help of follow up procedures for student absence and tardiness.

Rationale

- Students are to be in the classroom to benefit from the teacher's guidance and from interaction and exchange of ideas with peers.
- Regular attendance at school is essential to ensure uninterrupted progress and to enable children to maximize their potential.
- All students are expected to attend school each day.
- The school is to do all it can to encourage students to attend, and to put in place appropriate procedures to support this.
- The school believes that the most important factor in promoting good attendance and punctuality is development of positive attitudes towards school and learning.
- Early intervention is essential to prevent the problem from worsening.

Procedures

The procedure followed for absenteeism and tardiness is as per the rubrics below:

Tardiness Three (3) Incidents phone call to parents	Three (3) Incidents Phone call to parents
Five incidents (5) Phone call to parents Written warning to students and student detention for one day (Grade 6 to 12)	Four (4) incidents Written warning to students and notification to parents
Seven (7) Occurrences Email notice to the family and student detention for three days (Grade 6 to 12) (Stay half an hour after school)	Seven (7) Occurrences Email notice to the family
Eight (8) occurrences Parent conference Parent's undertaking	Eight (8) Occurrences Parent conference
Ten (10) Occurrences Development of an action plan	Ten (10) Occurrences Attendance Plan and Contract

- The Head of Parents Relations and School Councilor hold responsibility for attendance matters, supported by the supervisors and teaching staff.
- Where school attendance problems occur, the school will endeavor to work with parents in the interests of the child to achieve a resolution.
- Attendance is recorded and data stored and analyzed using Orison and an EXCEL spreadsheet, updated monthly with sick, late and absences recorded for each child in the school.

ROLES AND RESPONSIBILITIES

Head of Parent Relations:

- Monitor pupil attendance monthly and take action according to this policy
- Analyze trends in attendance data to identify appropriate action
- Investigate reasons for absence exploring any underlying cause either at home or in school
- Work with class teachers to agree and implement strategies to re-engage pupils and parents of pupils with emerging attendance problems
- Work with the office administration and compile and update standard letters regarding percentage attendance, notification of reasons for absence and lateness and send to parents when necessary

Supervisors

- Ensure attendance is documented on time daily
- Alert the Head of Parent Relations of any child who demonstrates a negative pattern of attendance or whose attendance pattern changes
- Discuss attendance issues, encourage regular punctual attendance; work to secure this along with the teachers