



Al Rashed American Private School



Attendance Policy



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Attendance Policy

Introduction

Attendance is vital to ensure that students have access to a full and effective educational opportunity provided by the school. At ARAS, we ensure that students attend their classes everyday on time, therefore having access to learning for the maximum number of days and hours. The punctuality of attendance promotes reliability and productivity, both valuable factors in ensuring continuous learning progress and enabling students to optimize their potentials. We believe that maintaining high levels of attendance and punctuality contributes to our students' personal development, academic achievement, and successful school life.

1. Purpose

This policy is designed to ensure that all stakeholders – students and their families, in particular, understand the importance of regular attendance and punctuality. ARAS reinforces student's awareness of the need for good attendance and recognizing the link between their attendance and achievement. We promote and encourage 100% attendance for all our students, as supported by the school's established systems and procedures for managing attendance and punctuality.

2. Aims

The attendance policy ensures that all academic staff are fully aware of and clear about the actions necessary to promote good attendance. Through this policy, we aim to:

- Establish firm expectations in promoting on-time school and class attendance as a means to sustain the learning environment and to meet the individual learning needs of students.
- Raise awareness of students and families on the importance of uninterrupted attendance and punctuality in relation to student's achievement and success.



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- Establish consistent and rigorous systems of monitoring attendance for on-site and remote classes and dealing with regular absence and tardiness.
- Foster partnerships with parents, students, teachers, and staff in promoting good attendance which enables all students to realize their fullest potential, unhindered by unnecessary absence.
- Ensure prompt school-home correspondence in resolving attendance and punctuality issues.
- Provide significant flexibility in accommodating legitimate student absence or tardiness with a minimum of administrative procedures.
- Communicate the roles and responsibilities of students, educators, and parents regarding absences, tardiness, and dismissals.

3. Definitions

3.1 Absenteeism: Refers to frequent or habitual absence from school or from lessons without a valid medical or family-related excuse.

3.2 Tardiness: Refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school days

4. Managing Attendance

We maintain and promote good attendance and punctuality in school through:

- Establishing appropriate registration processes and managing appropriate attendance data.
- Enforcing attendance regulations and expectations to all staff, parents, and students.
- Managing consistent and systematic daily records that provide detailed information on any absence and tardiness.
- Collaborating with parents to improve individual student's attendance and punctuality
- Informing parents of what constitutes authorized and unauthorized absences
- Following up on absences and persistent lateness if parents have not communicated with the school.
- Strongly discouraging unnecessary absence through holidays taken during the semestral period.



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5. Attendance and Punctuality

5.1 Absence

Students are encouraged to be present regularly throughout the year to attend the academic program. If absence is necessary for a legitimate reason, parents should inform the school if their child will be absent from school through the school portal, telephone call, or e-mail to the appropriate Head of Section. If the absence is not reported on time, it shall be assessed as the child being 'absent without consent (unexcused).

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

- a) When a child is absent from school for three (3) consecutive days or more, parents 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) Unauthorized absences cannot exceed 10% of the total academic year and cannot number more than 30 days total (authorized and unauthorized). 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.

5.1.1 Authorized Absence

An absence is classified as authorized when a child has been away from school for a legitimate reason and the school has received notification from the parent. Only the school can make an absence authorized. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorized.

Authorized Absence is granted in the following cases only:

- Medical leave only when a medical certificate is produced.
- Religious observance
- Out-of-school suspension
- Leave for bereavement (death in the immediate family)
- Enforced Closure



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5.1.2 Unauthorized Absence

An absence is classified as unauthorized when a student is absent onsite without the permission of the school. Therefore, the absence is unauthorized if a student is absent without a valid convincing reason, even if it is supported by the parent/guardian. The Head of Section will follow-up with the parent by sending an e-mail notifying students' unauthorized/unexcused absence from school.

5.2 Tardiness

Students should be punctual in attending their classes. Students shall not be allowed to disrupt classes by entering late without a valid excuse. Any student who arrives after the scheduled time without a valid reason is marked as late. If there is an unavoidable delay in arriving at school, parents must inform the school through a telephone call or e-mail to the appropriate Head of Section.

5.3 Dismissal

For health and safety reasons, parents who are picking up students onsite at the end of the school day are refrained from entering the school premises. Students who are not picked up on time shall stay in his/her class. The school implements a communication system whereby the parent will inform the security about the child's name; the security will inform the Head of Section then the Head of Section will allow the student to leave the building to go to the security. At the gate, the security will check the student's ARAS ID and the parent ID to allow the student to exit the school. All students must be picked up on time or by latest 2:30 p.m. Parents shall be contacted when students are not picked up at this time.

6. Roles and Responsibilities

6.1 Student

The student is expected to:

- Attend all lessons on-site regularly and punctually.
- Strive to achieve an attendance target of at least 96%, and to aim for 100%.
- Complete all assignments and tasks missed in case of absence.



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6.2 Parent

The parent/guardian is expected to:

- Ensure that the child attends all classes regularly and punctually.
- Contact school, either by email/phone call to the students' Head of Section, providing the reasons before 8:00 am, whenever their child is unable to attend school.
- Request for authorized absence during the school year, only if absolutely necessary as these are not automatically authorized.
- Avoid making medical/dental appointments during school hours and be informed that holidays should not be taken during the semestral period.
- Work with the school to resolve issues and ensure good attendance and punctuality.
- Provide the school a medical report or any legal document to categorize absence as excused.
- Report to the Head of School/Head of Section any concerns/issues demotivating students from reporting to school.
- Respect the school timing and the academic calendar.
- Refrain from collecting the child unless it is an emergency situation.

Related Policies

The Attendance Policy is linked to the following school policies:

- Student Behavior Policy
- Student Discipline Policy

Policy Review

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