



ATHENA EDUCATION

For Social Grace



American International School

المدرسة الأمريكية الدولية

ATTENDANCE AND PUNCTUALITY POLICY

2022-23

Principal: Ms. Suzanne Watson

Purpose:

The safety of our students is our top priority at AIS. We take ardent efforts to ensure that students are safe and secure, especially when they arrive in the morning and leave at dismissal time. And now that we are all settled in at school, our priority is to focus on the student's education, that's why it is important that the students arrive at school on time.

There are 182 academic school days per academic school year. Students are expected to be in school every day unless they have a valid reason for absence, such as sickness. Daily attendance is essential to students' learning and achievements.

Who/what was consulted?

Over time, staff, students and KHDA have provided input towards the development of this policy.

ROLES AND RESPONSIBILITIES**Principal and Leadership Team will:**

- Interview continual offenders to find strategies to improve the student's attendance and punctuality concerns
- Monitor the punctuality and absence records held by the Teachers Supervisors and HOSs.
- Place students who show no progress on the report on the conduct register and begin to deduct points as a consequence

Supervisors will:

- Record student lateness and absence daily.
- Will follow up the attendance and punctuality according to the punctuality report and for those students whose punctuality does not improve.
- Will communicate with home about the recurrence of the punctuality issue.
- Will refer the consistent offenders to the Head of section.
- Consistently report students' absences and communicate with home.

Students will:

- Return the report cards if they are constantly late and bear the consequence of their tardiness as part of their Conduct mark in the report card.

Parents will:

- Be invited to school to discuss punctuality and absences with the evidence provided by the Supervisors/HOSs.

Students reaching the following numbers of absences should be reported to the following individuals, with the following action taken:

Incident	Action taken
3 Days Absence	Supervisor/Homeroom Teacher - phone call/Email to parents
5 Days Absence	Supervisor/homeroom teacher - letter to be sent home (Attendance Letter #1)
8 Days Absence	Supervisor - Email home
12 Days Absence	Supervisor - Attendance Warning Letter #1, to be signed by parents
15 Days Absence	Head Of Section - Attendance Warning Letter #2 Letter, to be signed by parents
20 Days Absence	Head Of Section - Attendance Warning Letter #3, to be signed by parents and future absence monitored closely to not exceed 15% absence (27 days)
27 Days Absence	Head Of Section - Letter- Blocked from re-enrollment
27 Days Consecutive Absence	Students will be blocked after consulting with KHDA as per their rules.

Morning tardiness is tracked daily by the class teachers and supervisors. Continuous tardiness affects students' progress and interrupts learning in the classroom. The below measures are taken in case of tardiness:

Incident	Action taken
2nd Incident	<ul style="list-style-type: none"> • Verbal Reminder from Supervisor
3rd Incident	<ul style="list-style-type: none"> • Verbal Warning and phone call to parents by Supervisor
4th incident	<ul style="list-style-type: none"> • -1 conduct mark • Email to parents by Supervisor
5th Incident	<ul style="list-style-type: none"> • -2 conduct marks • Written notice to parents by Supervisor
6th Incident	<ul style="list-style-type: none"> • -2 conduct marks • Warning letter #1 • Meeting parents
7th Incident and above	<ul style="list-style-type: none"> • -4 conduct marks • Warning Letters #2 and #3 • Undertaking letters and meeting with parents to discuss the plan for the next academic year.

Arrangements for monitoring and evaluation

This policy will be evaluated through discussion at Senior Leadership level with input from staff, students, and parents.