School of Knowledge
(St. Mary's Group of Schools)

ATTENDANCE AND PUNCTUALITY POLICY

Attendance Matters

Reviewed By & Date	Principal and SLT / JUNE 2025
Next Revision Date	JUNE 2026

Approved by: Principal and SLT

VISION OF THE SCHOOL

Striving for excellence, striding towards success and seeking new horizons for personal growth and worth.

MISSION STATEMENT

Each toddler walking through the gates of School of Knowledge is viewed as a talent reserve and the school works relentlessly towards empowering each and every child.

CORE VALUES

We believe:

- ✓ In fostering honesty, charity, justice and service to others.

- ✓ In empowering critical and creative thinking.

- ✓ In a collaborative learning environment that involves co-operation among students, teachers, school leaders, staff and parents.

- ✓ In enabling students to become global citizens to face the challenges of the 21st century.

RATIONALE:

Good attendance is a foundation for academic achievement and it underpins all aspects of personal development. At School of Knowledge, we aim to ensure that our high expectations lead to maximum achievement by all. We work in partnership with parents in ensuring regular attendance of pupils. Parents have to take the responsibility to make sure that children come to school regularly and on time. The school has the duty to mark the register and record attendance of every child on its roll and to specifically code which children are absent or late in the LMS System.

1. PROCEDURE AND PRACTICES

- Students are expected to attend the school four days a week from Monday to Thursday.

- Attendance is marked in class registers and Parent Portal every morning from 7:30 a.m. to 7:35 a.m.

- The Attendance Register is then sent to the coordinator's table to make a note of the children absent for the day.

- The record of the number present and absent are sent to the office.

- The class teacher/coordinator will then call the parents of those who have not asked for prior leave, to enquire reasons for the child's absence at school.
- Children who arrive after 7:30 am will be marked as late.
- An auto generated mail is sent to the parents of the absentees.

2. ATTENDANCE TARGETS

The school sets a high standard of attendance target each year.

- The target for all students should be 100% attendance at school. However, the management has set a threshold of 95% attendance, below which the attendance of a child will be deemed to be threatening their progress. This threshold may be modified depending on the provision for external factors such as long-term recurring health problems.

- For the purpose of motivating students to attain high levels of attendance, the following incentive schemes have been devised by the school:

  ➢ *End of year certificates and prizes for children who have achieved 100% attendance and punctuality.*

3. PUNCTUALITY

Tardiness:

Late Arrival is not acceptable. If your child misses the start of the day they not only miss learning time but also the direct teaching that occurs at the start of the day. Late arriving students also disrupt lessons and entering the class once the lesson has started can be embarrassing for the child. The School takes active steps to ensure the punctuality of pupils. Tardiness is monitored and investigated.

- Students who are late report to the receptionist / coordinator before going to their classrooms.
- The names of such students are entered in the late register kept in the office (Names with reasons for tardiness).
- If the student continues to be late beyond two days, the Counsellor or Coordinator will be notified and will contact the parents.

4. ABSENCES

Absences fall into two groups, Excused and Unexcused.

a) **The following types of absences may be regarded as Excused absences:**
- Certified Medical Certificate is submitted.
- In case a child needs to seek an urgent medical appointment.
- Travel outside the UAE for the purpose of accompanying a relative of first degree relation during medical treatment under condition of proof [via an official accredited document] for a period not exceeding one month [30 days] during the academic year. Evidence of being outside the country must be testified by the UAE's embassy in that country.
- Death of a relative for a maximum period of 3 days.
- Visits to new school.

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The school will need an explanation from parents (a note, E-mail or message in person) if they are to authorize the child's absence. This is then marked in the register.

b) **The following types of absences may be regarded as unauthorized absences**

Unexcused absences involve children having time out of school without an explanation, or where the reason for absence is one that the school cannot authorize.

- ▪ If a student is absent for more than 3 days without prior approval, they have to submit a medical report for a medical reason or a letter from the parent explaining any other reason for absence.

- ▪ If the Principal does not authorize a leave during term time and either is still taken, or more than the allowed 10 days are taken, this is always classified as unauthorized.

Exceptional Authorized Leave (short leaves)

- ▪ Parents who wish to take their children for any other reason during school hours must collect a slip from the school receptionist which will then be sent to the Coordinator / Class teacher and the transport department. (if applicable)

Unauthorized leave(short leaves):

- • Birthday/Shopping.
- • Visiting relatives
- • To leave school early to travel for the weekend.
- • Other non-essential reasons.

5. ABSENCE PROCEDURE FOR PARENTS

- ▪ If your child is absent on a particular day, please send a written note in the diary on the next day itself.

- ▪ If a child fails to come with a written explanation, he/she may not be allowed to attend the class.

6. ATTENDANCE PROCEDURE:

- ▪ Attendance is marked by the class teacher in LMS during the registration period.

- ▪ Parents can view the attendance record of their child on the Parent Portal.