



# Russian International School

Academic Year 2024 - 2025

## ATTENDANCE POLICY

### Rationale

Regular and punctual school attendance is important. Students need to attend the school regularly if they are to take full advantage of the educational opportunities available to them. Russian International School fully recognizes its responsibilities to ensure students are in school and on time, thereby having access to learning for the maximum number of days and hours.

Attendance Policy applies to all the children registered at RIS and this Policy is made available to all stakeholders.

### Aims & Objectives

This Attendance Policy ensures that all Staff in our School is fully aware of the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve students' achievement by ensuring high level of attendance and punctuality.
- Achieve 98% attendance for all students, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognized as a norm and seen to be valued by the school.
- Raise awareness among parents and students about the importance of uninterrupted attendance and punctuality at every stage of a student's education.
- Work in partnership with students, parents and school staff so that all students reach their full potential unhindered by unnecessary absence.
- Establish a system of monitoring attendance and ensure consistency in dealing with regular absence.
- Recognize the key role of all staff, but especially class teachers, in promoting good attendance.

### Methods of maintaining and promoting good attendance and punctuality

- Raising awareness of attendance and punctuality issues among all school staff, parents and students.
- Ensuring that parents understand their responsibility of making sure that their child attends regularly and punctually.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting students, experiencing difficulties at home or at school, leading to the lack of attendance.
- Developing and implementing procedures to follow up on low attendance at school.



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## Procedures

Our school will undertake to follow the below procedures to support good attendance:

- To maintain the appropriate registration process.
- To maintain appropriate attendance data.
- To maintain consistent and systematic daily records of attendance with detailed information about any absence and lateness.
- To communicate clearly the attendance procedures and expectations to all school staff, parents and students.
- To follow up persistent absences and lateness, especially without proper parent communication.
- To inform parents about the process of validating the excuses for the authorized absence. To inform parents what constitutes into the authorized and unauthorized absence.
- To strongly discourage unnecessary absence taken during the study term time.
- To work with parents to improve individual student's attendance and punctuality.
- To ensure that school staff is aware about their responsibility to raise any attendance or punctuality concerns to the Senior Leadership Team for timely action to be taken.
- To report attendance statistics to the KHDA as requested.

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Class Teachers are responsible for:

- Monitoring the overall class attendance and student individual attendance, looking out for poor attendance, variances in attendance and/or unusual explanations of absences offered by students and their parents.
- Contacting parents of an absent student, where no contact has been made by parent (if a student has been absent for 3 days).
- Informing the Senior Leadership Team about attendance concerns and acting upon them.
- Monitoring Follow-Up, once actions have been taken in regards to the attendance concerns.
- Emphasizing to the students the importance of good attendance and punctuality
- Discussing attendance issues at Parent-Teacher Meetings where necessary.

Administration staff are responsible for:

- Collecting and recording attendance information.
- Taking messages from parents regarding absence.
- Collecting supporting documents validating the excuses for absences and distributing them to the related departments.
- Ensuring the register for the Late Arrivals is duly filled by students when they are late.



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- Maintaining up-to-date major Attendance file with possibility to generate the attendance analysis at any point of time during the school year.

## Parents are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance about any medical appointments during the school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or hospital.
- Making requests for authorized absence during the term time, only if it is absolutely necessary.

## **Registration**

- The school day starts at 7:55 am, and students are expected to be in school on time.
- Each class teacher has the responsibility to identify absent students and to report thereon to the school administration at the end of the 1<sup>st</sup> period.
- The school gates are closing at 7.55 am. Any student arriving to school after 8:00 am will be marked as a “late student” in the relevant register at the administration office.
- Where there have been persistent incidents of lateness parents will receive information advising them of the concerns and the school will provide opportunities for parents to seek support and advice to address these issues.

## **Authorized absence**

- An absence is classified as authorized when a child has been away from the school for a legitimate reason and the school has received notification from the parent.
- Not all absences supported by parents will be classified as authorized.

## **Authorized Absence consists of:**

- Medical leave only when a medical certificate is provided.
- Leave due to passport/visa/Emirates ID procedures.
- Leave to home country due to urgent/family circumstances.

## **Unauthorized absence**

- An absence is classified as *unauthorized*, when a child is away from school without timely notice from parents and/or without available supporting documents validating the excuse for absence; with no evidence duly signed and attested by the concerned department.

RIS, Dubai, UAE

2024 – 2025