STUDENT ATTENDANCE AND PUNCTUALITY POLICY

AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its students by preparing a diverse range of courses, programmes, resources and facilities that serve students' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

Rationale

The Student Attendance Policy aims to ensure best practices and procedures to encourage consistently high attendance and punctuality and fostering positive and disciplined work habits and ensuring good academic achievement.

Purpose

The purpose of this policy is to:

a) ensure students can fully access the teaching and learning provision.
b) ensure students are given the best opportunity to reach their potential.
c) encourage students to report to school on time and attend all classes.
d) inform parents and students of the rules and expectations of the school with regard to attendance, absenteeism and punctuality, and the consequences of poor attendance, and unauthorised leave.
e) recognise student attendance.

Requirements and Expectations

(a) We will remain in compliance with ADEK guidelines that states, "Unexcused absence exceeding ten consecutive days or fifteen inconsecutive days during the academic year may lead to expulsion of the student. Prior to expulsion, the student will receive three official warnings at the rate of one warning for each three days of absence."

(b) Please see the descriptors of Attendance and Punctuality –

Attendance

Percentage	FS1 and FS2 Rating	Percentage	YR1 to Y13 Rating
98%	Outstanding	100%	Outstanding
96% or better	Very good	98% or above	Very good
94% or better	Good	96% or above	Good
92%	Acceptable	95%	Acceptable
Less than 92%	Weak	Less than 95%	Cause for concern
Less than 90%	Unsatisfactory		

Punctuality

Occurrence	Action
2	The teacher/ tutor will email parents.
5	First warning letter sent by Pastoral Lead.
8	Second warning letter sent by Pastoral Lead.
12	Third warning letter will be sent. Parents will be invited for a meeting with Head of School.

(c) Full attendance at school is expected.

Absences

Occurrence	Action
3	First letter will be sent regarding absences.
6	Second letter will be sent regarding absences.
9	Third letter will be sent and request for meeting.

Responsibilities

All parents will:
(a) ensure students attend school regularly, are punctual and will not take children out of school unnecessarily.
(b) read about the Authorised Absences. [Refer to Appendix 1 – Authorised Absences]
(c) read and understand the required percentage of attendance and punctuality, as mentioned in Section 4 – Requirements and Expectations.
(d) inform the school regarding the absence of their child/ren by filling in the Request for Leave form on **Zenda.** [Refer to Appendix 2]
(e) ensure that family vacations including travel days during scheduled school holidays.
(f) give written permission if senior school students are to leave the campus unaccompanied.

All students will:
(a) attend school regularly and punctually.
(b) report to school by 7:30 am to ensure they are registered by their teacher.
(c) take responsibility for catching up on missed classwork and coursework.
(d) sign out at the main reception if leaving the campus early.

Reception will:
(a) issue registration slips to students reporting to school post 7:40 am.
(b) call and email parents of absent students, if parents have not filled in the "Request for leave" form.
(c) request parents to fill in "Request for leave" form on Zenda.

All Teachers will:
(a) take attendance on a daily basis by 7.40am.
(b) record names of students who report late to school on a regular basis.
(c) record the leave taken by the students on the SIS (School Information System).
(d) where absence is authorised, support students for catching up on missed classwork and coursework.

Pastoral Leaders will:
(a) maintain records of absenteeism, tardiness and truancy.
(b) report patterns of absences to the Head of School.
(c) will issue the warning letters in case of 3, 6 and 9 unauthorised absences.
(d) discuss unauthorised absences and ways to improve attendance, meet the parent in the first instance.

Heads of School will:
(a) review the Request for Leave forms and decide whether it is 'authorised absences' or 'unauthorised leaves'.
(b) record patterns of absences and alert the DSL of any concerns.
(c) will meet with parents if absences or lateness persists.

Vice Principal will:
(a) maintain an effective system to track authorised and unauthorised leaves.
(b) communicate with parents if there are ongoing concerns regarding absenteeism and punctuality escalated by Heads of School.
(c) Meet with families to discuss the serious cases of absence or lateness.

Principal will:
(a) ensure students and parents are informed about the Student Attendance Policy.
(b) address parents of students with serious concerns regarding attendance and punctuality.

Procedures

Punctuality: School Timings

7.00am	School Gate opens for students only
7:15am	Accompanied students can access the campus
7.30am	Students must arrive at school by 7:30am
7.40am	Any student not in class at 7:40am will be marked late
Post 7.40am	Students must collect the registration slip from the Reception FS1 – Year 2 students must enter school through the FS Reception Year 3 – Year 13 students should enter through the Main Reception

- Students using the Bus services will not be marked late.
- In extenuating circumstances, the school may decide to delay marking students late (examples include extreme adverse weather, accident blocking the main road to school)

Absenteeism

Parent	Informs the school about the absence by filling in the "Request for Absence" form on Zenda by no later than 8am on the first day of absence. Provide supporting documentation on Zenda to reception for absences.
Pastoral Team	Review student absences. Highlight students to be added to Cause for Concern list.
Head of School	Evaluates special dispensation requests. In case a student exceeds 10 consecutive days of leave or 12 days of unauthorised absences, invites parents for discussion. Notifies the DSL of any concerns.
Vice Principal	In case the student has not responded to the Head of School, the Vice Principal will officially invite the parent to a meeting.
Executive Principal	If the parent does not attend the set meeting with the Vice Principal, a meeting with the Executive Principal will be scheduled for the parents

	to discuss the consequences of repeated absenteeism as per ADEK guidelines. This will be documented in the student's file as a potential safeguarding concern.

Appendices

Appendix 1: Types of Absences (as defined by ADEK)
Authorised Absences – Update:
- Illness that is documented by a doctor's report certified by official medical authorities or a parent written note (daily) for a maximum of 3 consecutive days. Parents can self-certify up to maximum of 12 days per year.
- Scheduled doctor appointments.
- Death of first or second degree relative for a maximum period of three days.
- Official community task.
- Patriotic duty assigned to the student.
- Mandatory appearance before an official body under condition of proof via official documentation.
- Essential urgent family travels for matters such as medical treatment.

- Evidence based situations not covered that would warrant special dispensation in line with ADEK School Student Administrative Affairs Policy.

Appendix 2: Request for leave form and process for a student leaving early

Absence form

Please note that all absences must be reported formally through the **Zenda** Application. Absences reported by email cannot be recorded on the system.

Early Leave Procedure

Parent/Guardian Notification:

Parents or guardians must inform the school in advance by completing the absence form and stating what time the student will be collected from school and the reason.

Parent/Guardian Arrival:

The parent or guardian is required to visit the relevant reception to sign out the student. A valid ID or school ID is needed for identity verification. Only parents listed on our MIS (management Information system) can take the student off-campus. If an unauthorised person arrives, the school will contact the parent or guardian to verify the request, especially if the student is being picked up by a nanny, individual assistant or someone not listed in the school's records as a guardian or parent.

Sign-Out Process:

The parent or guardian must sign a log recording the time of the student's departure.

The reception staff will update the register as necessary and issue an early leave slip, which the parent or guardian will need to present at security upon exiting the campus. Reception will also notify the class teacher or tutor via email, copying in the appropriate member of SLT, as well as the Bus and CCA coordinators, whenever a child has gone home or has been sent home by the clinic.

Senior School Students Leaving without a Guardian

Parents comfortable in allowing their senior school-aged child to leave the school campus without being collected must complete this **form** giving their permission.

Authorised by: Executive Principal
Maintained by: Heads of School
Review date: August 2028