

AAG ATTENDANCE AND PUNCTUALITY POLICY

Purpose:

The purpose of the policy is to ensure attendance and punctuality is a high priority for all students and families and that all involved are clear of their responsibilities. Student success and achievement comes from continual attendance and punctuality and all lessons should be attended, to the greatest degree possible, to support students to achieve their potential.

The school's responsibility is to:

- Follow the Ministry of Education Private Education Law
- Maintain accurate attendance and punctuality records
- Record statutory attendance at 8am each day.
- Contact families who have not notified the school of an absence
- Work in collaboration with families to eradicate unexplained absence from student records
- KG and Elementary homeroom teachers will take an am and pm attendance register
- Secondary teachers will take attendance each lesson
- Recognize and celebrate high attendance
- Share attendance concerns with parents and take necessary steps to support improvement
- Notify parents of approved or denied applications for "Absence During School Time"

The student's responsibility is to:

- Arrive at school on time
- Attend school, unless medically excused, aiming to meet the 98% attendance target.
- If absent for 2 or more days or on day of an assessment to obtain and submit a medical certificate to reception staff on return to school or support families to email the certificate to absence@americanacademy.ae
- If absent to submit all projects and class tasks electronically or via a family member, on time.
- When in school to attend and arrive on time to all classes
- Understand that if absent or more than 1 lesson late to school without prior permission by the school they will not be permitted to attend school activities or events that day

The parent's responsibility is to:

- Support their children to arrive at school on time
- Make attendance a high priority for their family and support their children to meet the 98% attendance target.
- Inform the school through absence@americanacademy.ae before 8am each time their child is absent explaining the reason for absence.
- Provide the school with a medical certificate for any absence that is 2 or more days
- Provide the school with a medical certificate for any absence resulting in their child missing a planned assessment
- Make all appointments and travel arrangements outside of the school day and term dates
- Submit an "Application for Absence During School Time" form for approval at least one week prior to absence date for essential advance absence
- Understand that if an absence is not authorized by the school or a medical certificate, attendance records will be marked as unauthorized and assessments missed can not be rescheduled.
- Understand the Ministry of Education Private Education Law that if a student has unauthorized absence for 20 consecutive days or 21 non consecutive days the student may be expelled and will be ineligible to progress to the next grade level
- Understand that if their child is absent or more than 1 lesson late to school without prior permission by the school, they will not be permitted to attend school activities or events that day.

AAG ATTENDANCE POLICY

Positive Attendance

Certificates of attendance awarded each quarter:

100%	Platinum
>98%	Gold Award
>96%	Silver Award
>94%	Bronze Award

Class attendance competitions with class points being awarded for attendance certificates

Support strategies in collaboration with parents:

- School medical team advise and input
- School counselling team advise and input
- Support the student to remove or reduce any identified barriers to attendance
- Support the student to create an action plan to catch up on missed work

Attendance Concerns

Unexplained absences

Reception staff to contact parents to seek reason for absence each day

Homeroom staff to contact parents to seek reason for unexplained absence each week

Students who accumulate 5 or more unexplained or unauthorized absences in a semester or attendance falls below 90% without a certified reason will not be eligible for:

- Participation in school teams or events
- Reward trips

If unauthorized absence for 20 consecutive days or 21 non consecutive days student may be expelled and will be ineligible to progress to the next grade level.

Lower than expected attendance

Parents of all students who fall below 94% attendance each quarter will be contacted by the school to work in collaboration to improve attendance

The following action will be taken for students who do not improve attendance or fall below 90% attendance each quarter or do not show improved attendance following collaboration meetings and strategies:

1. Meetings with parents
2. Attendance concern letter issued
3. Attendance verbal warning issued
4. Attendance written warning issued
5. School place for next academic year blocked

AAG PUNCTUALITY POLICY

Positive Punctuality

Certificates of punctuality awarded each quarter:

100%	Platinum Award
>98%	Gold Award
>96%	Silver Award
>94%	Bronze Award

Class attendance competitions

Support strategies in collaboration with parents:

- Organization support for students to help them to prepare for school
- Family strategies to support preparation for arriving at school on time
- Close monitoring of student behavior and choices in school.

Punctuality Concerns

If arriving to school after 8am all students must report to reception and collect a late slip. They will be marked as late to school.

All students are expected to arrive at class on time. Tardiness will be recorded on iSAMS and a first behaviour warning issued

Repeated lesson tardiness will result in reflection and academic catch up time:

2 x in a week = 10mins break reflection

4 x in a week = 30mins lunch and placed on daily monitoring sheet by Guidance Teacher

5-10 in a week = 1hour after school, daily monitoring sheet issued by leadership

Repeated tardiness will result in:

1. Meetings with parents
2. Punctuality concern letter issued
3. Punctuality verbal warning issued
4. Punctuality written warning issued
5. School place for next academic year blocked

AAG ATTENDANCE PROCEDURES

Positive Attendance

All teachers with a scheduled class to complete attendance at 8am. All student present to be marked /

Homeroom teachers to monitor attendance and praise students with high attendance.

On the Sunday of the last week of each Quarter, admin will pull an attendance report from iSAMS and identify students eligible for an award.

Awards list to be confirmed by Pastoral Leaders, certificates created and presented to students – Bronze and Silver in homeroom/guidance class and Gold and Platinum in assembly.

Class attendance competitions will be calculated as an average % for each class. The winning classes will be announced and celebrated in assembly and certificate awarded

The main attendance codes are:

/ Present – physically in lesson
K Present – distance learning
? Unknown
M Medical Certificate
N Personal family / AAG nurse note
D Left school early, with permission
H Family holiday approved
G Family holiday not approved
L Late
U Late after register closes
V Educational trip

Negative Attendance

Families to email absence@americanacademy.ae or call the school before 8am
Reception staff to update the student's attendance record on iSAMS with a "N" for personal note

If a student is not present in class and there is no record in iSAMS the teacher taking the register marks the student "?"

The families of students marked as ? Lesson 1 will be contacted by reception staff :

- 1) By telephone at 8:20am– 2 attempts
- 2) If not answering phone email to be sent

Reception staff to update iSAMS following information provided by parents.

Middle and High school teachers are to take attendance on iSAMS each period. They should mark the student either / or ?, if reception have already given the absence a code, leave it as is

If absent for 2 days or a scheduled assessment, students are to submit a medical certificate to reception on their return to school or via email to absence@americanacademy.ae prior to their return.

Reception staff change iSAMS to "M", scan or save certificate and upload to iSAMS.
The school nurse will check and validate the certificate.

Class teachers should check the student's attendance to confirm as medical certificate has been submitted to reschedule an assessment.

By Thursday homeroom staff to email parents of students with unexplained absence and mark information in students' planner.
homeroom staff to update iSAMS or request reception staff to make changes – absence@americanacademy.ae

Homeroom teachers to make referral to pastoral leader if parents are not responding to their communications or if attendance falls below 90% . Pastoral team to communicate with parents, keeping records of all communication.

On the Sunday before the end of each quarter the administration team to pull an attendance report from iSAMS to identify students of concern


Attendance concern letters are generated by the administration team for all students below 94%, checked by pastoral team prior to them being emailed home by administration team.

If there is no improvement or attendance falls below 90% :

1. Meetings with parents
2. Attendance verbal warning issued
3. Attendance written warning issued
4. School place for next academic year blocked

There will be a minimum of 3 weeks between each stage to monitor improvements

If unauthorized absence for 20 consecutive days of 21 non consecutive days student may be expelled and will be ineligible to progress to the next grade level



AAG Punctuality

Positive Punctuality

Students arriving to class on time are marked present

On the Sunday of the last week of each Quarter admin will pull a punctuality report from iSAMS and identify students eligible for an award.

Awards list to be confirmed by Pastoral Leaders, certificates created and presented to students – Bronze and Silver in homeroom/guidance class and Gold and Platinum in assembly.

Class attendance competitions will be calculated as an average % for each class. The winning classes will be announced and celebrated in assembly and certificate awarded.

Tardiness

If arriving to school after 8am all students must report to reception and collect a late slip. They will be marked as late to school.

AM Tardiness

All families are responsible for getting to school before 8am.

Homeroom teacher to speak to student each time they are late to school and encourage improvement in punctuality

Repeated tardiness will result in:

1. Meetings with parents
2. Punctuality concern letter issued
3. Punctuality verbal warning issued
4. Punctuality written warning issued
5. School place for next academic year blocked

Scheduled Class Tardiness

All students are expected to arrive at class on time. Tardiness will be recorded on iSAMS and a first behaviour warning issued

Repeated tardiness will result in reflection and academic catch up time:

- 2 x in a week = 10mins break reflection
- 4 x in a week = 30mins lunch and placed on daily monitoring sheet by Guidance Teacher
- 5-10 in a week = 1hour after school, daily monitoring sheet issued by leadership.