



**Ras Al Khaimah American Academy**

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## **ATTENDANCE POLICY**

This policy is necessary because we have a duty to ensure that students under our care attend school and receive an education. We are responsible for dealing with any situation that indicates this may not be happening.

### **Background**

In the first instance, RAKAA is responsible for internally dealing with students with a considerable amount of time off from school.

### **Our Policy**

On the first day of absence the parent should telephone the school to notify school of the student's absence. If parents fail to do this, school administration staff/school nurse will telephone to establish why the child is not in school using all contact details provided (including emergency) if necessary. On return to school a letter of explanation **must** be received from the parent for the student's file. In the absence of such a letter, the Admissions Manager will follow up with the parent.

### **Procedures**

#### ***Attendance and Punctuality***

- Students must attend school every day at 7.30
- Students must attend all lessons and assigned activities on time
- Students must attend morning gatherings and general assemblies as scheduled by the school
- Students must head to class directly after morning gatherings, general assemblies, recess, and lunch breaks
- Students must remain inside the classroom during all lessons
- Elementary students taking P.E, Art, ASL and Social & Islamic Studies in English must wait for their teachers in class

#### ***Absence on a regular school day***

- Absence must be reported by parents by 7:50 am
- Consecutive absence must be reported daily or/and stated on the medical certificate
- Absence over one day requires a parental note upon students' return Absence over two days requires a medical certificate

#### ***Absence on a scheduled assessment date***

- Absence on scheduled assessment /exam requires a medical certificate
- Only absences supported by a medical certificate entitle students for a re-sit or re-take
- Absence during a scheduled assessment or exam without a medical certificate results in a Zero grade

## Lateness

Punctuality will be monitored closely. When a student is late five times in a term, parents will receive a standard letter to remind them of the school times and the importance of punctuality. If a student exceeds ten late marks in any one term parents will be asked to come into school to discuss this.

### *Lateness to school in the morning*

- Students must arrive in school by 7.30 am
- Students arriving after 7.40 am and without a valid reason are considered late Late students must report to reception where lateness is recorded and send to the principal's office
- Late students are issued with a late note slip to take to class Only students with a late note slip will be accepted in class
- Late students' names are recorded and monitored by their respective homeroom teacher in Elementary and class advisors in Middle and High School
- Two late arrivals result in a verbal warning by the homeroom teacher
- If after a verbal warning a student is late his/her name will be passed onto the Head of Section
- The HOS addresses the lateness issue with the student and if s/he is late again, they receive a lunch detention and parents are informed in writing
- If after lunch detention a student continues to be late s/he receives a one hour after-school detention on Monday.
- Parents are informed of the detention by phone and in writing
- If after an after-school detention a student continues to be late, an urgent meeting is scheduled with the parents to provide a solution (contract/ agreement)

### *Lateness to class*

- Students entering the class after the start of the lesson and without a valid reason are considered late
- Late students' names are recorded by the teacher on the attendance sheet daily Late students' names are passed onto the HOS
- Two late arrivals result in a verbal warning by the HOS
- If after a verbal warning a student is late s/he receives a full lunch detention
- If after a full lunch detention a student continues to be late s/he receives a one hour after-school detention on Monday
  - Parents are informed of the detention by phone and in writing
- If after an after-school detention a student continues to be late, an urgent meeting is scheduled with parents to provide a solution (contract/agreement)

## Holidays in term time

Parents are asked not to take holidays during term time. Those wishing to do so must formally write to the Principal in advance to seek permission but only in exceptional circumstances will this be authorised.