

## Attendance - Policy Statement

The Swiss International Scientific School in Dubai (SISD) places high importance on the safety of the community. To that end, promoting high attendance is secondary to a clear understanding that **students who show signs of illness must stay home** and follow the relevant health and safety procedures as defined by the authorities and implemented by the school.

## Aims of this policy

- To ensure students who show signs of illness stay home
- To underpin the school value of excellence
- To reinforce the IB Learner Profile value: principled
- To help teach self-management skills
- To minimise disruption to teaching and learning
- To instil a commitment to positive personal development among our students

## Practice

Participation for all students is mandatory on all the days the school is declared open. This is a statutory requirement. Depending on the current regulations, this may include participation via Distance Learning.

**Students who show signs of illness must stay home.** In such cases, the class/homeroom teacher must be informed by 08:10 by email, with a copy to the section assistants:

Early Years: [ivorie.padua@sisd.ae](mailto:ivorie.padua@sisd.ae)

Primary Years : [jennifer.delacruz@sisd.ae](mailto:jennifer.delacruz@sisd.ae)

Secondary School: [nikki.geron@sisd.ae](mailto:nikki.geron@sisd.ae)

## Definitions

### Punctuality

Students are required to arrive at school by the times identified in the section of the school handbook “daily routine”. Punctuality – arriving on time – remains important throughout the day. Students who arrive after a lesson has begun will be identified as late.

### Absenteeism

**Unexcused absences** refer to the failure of a student to participate in a full formal and compulsory school day without prior permission from the Head of Section unless as a result of genuine medical reasons. Should such absences exceed two days, the school requires a doctor’s note. If a student misses one lesson or more without an accepted excuse, this also constitutes an unexcused absence.

For any other absence to be excused, permission must be sought from the Head of Section by parents at least seven working days in advance. The school reserves the right to require supporting evidence before authorising absences.

The Heads of Section coordinate to ensure that excused absences are consistent and equitable while minimising disruption to teaching and learning.

### Examples

(This list is not exhaustive)

Will not be excused	Likely to be excused within reason
Early departure for – or late return from – a family holiday	Attendance at a funeral or wedding of close family
Non urgent medical appointment that could be scheduled outside school time	Urgent medical appointment
Distant relative’s birthday	Participation in representative sports event
Sickness for longer than three days without doctor’s note	Service learning activity aligned with the school’s philosophy and programmes

## Procedure

### Dealing with inadequate punctuality or absenteeism

Issue	Frequency	Implications
Late	Five or more incidences in a calendar month	Written warning to parents. Note in Semester Report
	A further three incidences in the following calendar month	Parents and student meet with Head of Section and make a written undertaking not to be late again that semester Note in Semester Report
	Any further incidences in the following month	Suspension from school for one day
	Any further incidences in the following month	Suspension from school for two days
	Any further incidences in the following month	Suspension from school for three days
	Any further incidences in the following month	Written notice announcing refusal to re-enroll the student in the school for the following academic year

Issue	Frequency	Implications
Unexcused absence	First four unexcused absences in a semester	Written warning to student, copied to parents. Note in Semester Report
	Next three unexcused absences	Parents and student meet with Head of Section and make a written undertaking not to be absent without a valid excuse again that semester
	Any further incidences in the semester	Suspension from school for one day
	Any further incidences in the semester	Suspension from school for two days
	Any further incidences in the semester	Suspension from school for three days
	Any further incidences in the semester	Written notice announcing refusal to re-enroll the student in the school for the following academic year
Exceptional circumstances	A total of 15 OR 10 consecutive unexcused absences in the course of the year	Expulsion

The school notes that these measures are fully endorsed by the Knowledge and Human Development Authority (KHDA) and consequences resulting from continued lateness and absenteeism will be supported by the Authority.

## Late departure from school

If an Early Years or Primary child arrives late to the bus, or is not picked up on time, it is the responsibility of the accompanying Assistant/Teacher to ensure that the guardians and the section office are informed. Should the guardians not respond, the school will telephone the listed emergency contact. Early Years students will remain with their class teacher or in the childcare to which they have been subscribed until either 4:00pm or 3:30pm respectively. Thereafter, children are supervised in the same way as Primary students.

Primary children will be supervised by school staff:

- within the Primary section until 5:00pm
- Thereafter in the primary building reception until 6:00pm

If a Secondary student misses the bus, the Bus Coordinator informs the Secondary Assistant OR the Head of Secondary School and, if the student is present, sends him or her to the Secondary Admin office until 5pm and thereafter to the PY building reception.

If a Secondary student is not picked up on time, he/she must report to the Secondary Admin office before 5pm OR the main security desk thereafter.

At 6:00pm, if the school has received no communication from the students' guardians, the duty staff will report the matter to the Head of School or Deputy Head of School, who retain the right to report the matter to the local police.

## Monitoring and review

This policy is reviewed every two years by the Heads of Section and approved by the Head of School.