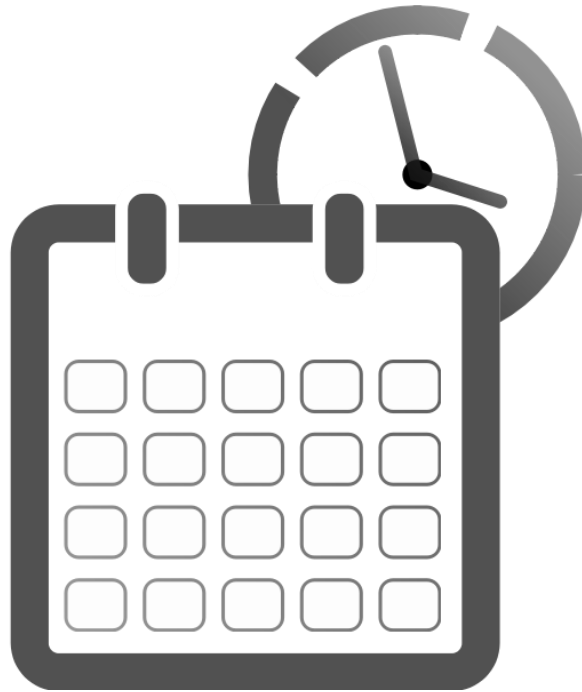




مدرسة الأفاق الحديثة ذ.م.م
NEW HORIZON SCHOOL W.L.L

Attendance Policy

The New Horizon School W.L.L.



Introduction

The New Horizon School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Our **school aims** to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address frequent absences.

Authorized absence:

An absence is classified as authorized when a child has been away from school for a legitimate reason and the school has received prior notification from a parent or guardian.

For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the school can make an absence as authorized. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorized.

For example if a parent takes a child out of school and gives the reason that it was to go shopping for school shoes, this will not mean it is an authorized absence.

It is Mandatory to Submit Medical Certificates/Other Certificates(*if applicable*) to the School Office for Authorized Absence.

Unauthorized absence:

An absence is classified as unauthorized when a child is away from school without the permission of both the school or the parent.

Therefore, the absence is unauthorized if a child is away from school without good reason, even with the support of a parent.

Roles and responsibilities:

All members of the school community have roles and responsibilities in promoting and ensuring good attendance and punctuality

Role of the Pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

All pupils will:

- Ensure that they attend school regularly and on time by 7.20 a.m. in case they are coming by their own transport.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance .
- Attend lessons punctually.
- Not be allowed to leave the school premises without permission.
- Follow correct procedures for known absences.

Role of Parents:

Parents have an essential role in ensuring their child's good attendance.

It is the parents' responsibility to contact the Class Teacher about their child in case of Absenteeism..

We ask parents to:

- Establish good attendance habits by acting as a role model and showing the children that good attendance and punctuality is important.
- Encourage, motivate and reward good attendance, even small successes, e.g. getting ready quickly, even if resisting going to school.
- Talk regularly with their child about school and how they feel about it. Children are more likely to attend and learn if they feel supported and their anxieties are listened to.
- Contact the school by either phone/ text(WhatsApp to Class Teacher(CT)) /email or letter as soon as possible to officially inform about their ward's absence.

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- **The leave will be granted by the School only when the school receives a Medical Certificate from an Authorized Medical Practitioner.**
 - **Avoid taking holidays/Vacation during school time.**
 - Traveling is not permitted during the academic school time.
 - Ensure that wherever possible, medical appointments should be made after the school hours.
 - Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle.
 - For more than two days of absence or where there is repeated absence due to illness, the school will request medical evidence (this can take the form of an appointment card or a copy of a prescription).
 - The parents(own transport) should make sure that the student reaches the school by 7.20 a.m. and leaves no later than 1.40 p.m. in case of regular school timings.

Role of the Class Teacher:

We ask teachers to:

- Encourage good attendance.
- Ensure that registers are correctly and promptly marked.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment of learning.
- Provide engaging and worthwhile learning experiences that encourage students to regularly attend lessons.
- Ensure that children are informed of their current attendance record term wise.
- Listen to and value children's views.
- Make initial contact with parents when concerns arise.

Role of the School:

As a school we:

Create a school ethos that pupils want to be part of.

- Give a high priority to punctuality and attendance.
- All school buses should reach the school by 7.20 a.m.

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- Develop procedures that enable the school to identify, follow up and record unauthorized absence, patterns of absence with effective monitoring and intervention.
 - Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
 - Encourage open communication channels between home and school.
 - Adequately provide for pupils with difficulties, within the bounds of the resources available, and ensure that appropriate delivery of the curriculum.

Role of the School Counselor:

The School counselor will review the attendance of all the school's pupils on a periodical basis.

A letter may be sent to the parents of any pupil identified as having attendance problems, informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending classes.

Where patterns are identified a phone call or meeting between the Parent , Counselor & Class Teachers may take place to discuss the pattern and resolve any issues preventing attendance.

Developing a biometric attendance policy for teachers in schools involves creating guidelines that ensure fair implementation while addressing privacy concerns and operational efficiency. Here is a sample template for a biometric attendance policy:

The biometric attendance systems for teachers is aimed at increasing attendance accuracy, enhancing accountability, and streamlining administrative tasks.

The School is committed to utilizing technology that promotes efficiency in attendance tracking while respecting the privacy and rights of our staff. The biometric attendance system will collect, store, and manage biometric data in compliance with applicable laws and regulations.

Policy Guidelines:

1. Data Collection: The biometric system will capture biometric data - fingerprints solely for attendance verification. Teachers will receive training on how to use the system.

2. Privacy and Security: All biometric data will be stored in secure systems (essl services company attached to the school software). Access to biometric data will be restricted to authorized personnel only and will be used solely for attendance tracking. Biometric data will not be shared with unauthorized third parties.

3. Data Retention: Biometric data will be retained only as long as necessary for the purpose of attendance tracking and will be securely deleted when no longer needed.

4. Attendance Procedure: Teachers must clock in and out using the biometric system at the beginning and end of each workday, as well as during breaks, as applicable.

Failure to use the biometric system without prior approval may result in attendance records being marked as unverified.

5. Absence Management: Teachers are required to inform the administration of absences in accordance with existing absence policies. The biometric system should not replace existing protocols for notifying administrators of sick days or leave.

6. Compliance and Review: This policy will be reviewed annually or as needed to ensure compliance with legal requirements and alignment with school goals. Any violations of this policy may result in disciplinary action, up to and including termination.

7. Grievance Procedures: Any concerns or grievances related to the biometric attendance system should be submitted to IT specialist for review and resolution.