

RAFFLES WORLD ACADEMY ATTENDANCE POLICY & PROCEDURES

Our Guiding Statements

Our Vision:

Providing world-class education

Our Mission:

To empower students with a holistic, rigorous and international education for success in an ever-changing world

Our Philosophy:

- To be recognized by the success of our students in achieving their personal goals
- To make student development the centre of all school decisions
- To aspire to the highest internationally recognized performance standards
- To build and celebrate a culture based on internationalism
- To enable the staff to become life-long learners through the development of their professional practice
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Core Values:

Achievement | Collaboration | Integrity | Innovation | Respect | Responsibility

Our Motto:

Towards Excellence

RWA Acronym

Rise Wonder Achieve

Definition: Attendance refers to the total number of school days attended by the student during the academic year.

Policy statement: Attendance for all students is mandatory on all the days the school is declared open. This is a statutory requirement. Raffles World Academy aims for attendance in excess of 98%. This is identified as outstanding attendance under point 2.1.5 (Attendance and Punctuality) of the UAE School Inspection Framework (2015-16).

Aim:

- To encourage students to attend all classes in a timely manner so as to maximise the educational benefit of attending school.
- To be aligned with the school motto 'Towards Excellence' and the core values 'integrity' and 'responsibility'
- To reinforce the IB Learner Profile value: principled
- To help teach self-management skills



The School Day – Monday – Friday

School timings from Monday - Thursday:

- Pre -KG & KG1 -7.40am to 1.50pm (First lesson begins at 7:50am)
- KG2 – G12 -7.40am to 2.50pm (First lesson begins at 7:50am)

School timings for Friday

- Pre-KG – G12 from 7:40- 12:00pm

Optional CCAs run from Monday – Thursday from 2:55-3:50pm for primary and from 2:50-3:50pm for secondary school students.

Attendance Procedures

- Students are expected to attend school on every school day as specified in the KHDA approved academic calendar.
- Students shall arrive at school punctually every day and attend classes on time.
- Parents / Guardians will make every effort to ensure that their children attend school every school day and arrive on time.
- Teachers shall maintain a record of attendance by students for every lesson.
- School will maintain accurate daily attendance data for each student, including timely or late arrival. This is entered into the iSams system each day.
- If students need to be absent from school for a particular day, parents/guardians must inform the school accordingly (see below section on reporting absences).
- Parents/guardians should seek to ensure that family vacations take place during scheduled school holidays.

Pick up and drop off:

School starts promptly with registration starting from 7.40am for Pre-KG-G12. It is advisable for students to arrive between 7:20am and 7:40am to prepare for the day. Entrance to the KG, primary school and secondary is through the designated KG, primary, or secondary school entrance and not through the main entrance. All students must swipe their ID cards upon arrival in order to register their attendance. Swiping machines are available at all exit gates.

All KG and primary school students are dropped off and collected from their classrooms. Students in KG and primary are expected to be accompanied by their parents if they do not take the school bus. Parents are encouraged to arrive to school punctually in order for the class to start promptly.

Secondary students are expected to be in their respective Form classrooms promptly at 7.40am. They will meet in their Form classrooms for registration each morning starting at 7.40am until after the UAE National Anthem has played.

At the end of the school day, KG and primary students who do not ride the school bus, will need to be collected from their classrooms.

Secondary school students will be dismissed promptly at 2:50pm.



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Late Arrivals & Early Dismissals:

School gates close at 7:40am. Students arriving after 7:40am will be considered late and are required to enter school through the main reception gate to sign in at reception, collect a late slip, and be marked present before going to class, or they will be marked absent. Students arriving at class without the late slip will not be admitted and sent back to the reception.

Early dismissal

- On those occasions when your child needs to leave early, before the normal dismissal time, the student will need to bring a written, dated and signed note to the school and hand it to the class teacher.
- Parents can also email the class teacher or ring up the primary secretary to inform them of an early pick up in advance.
- Parents will need to complete an Early Dismissal Form which needs to be signed by the classroom teacher and head of primary school, and handed to security on the way out of the school building.
- No child will be allowed to exit the premises without this form.

Forward planning is strongly advised. The class teacher will be responsible for forwarding the letter to the head of school's office. Please ensure all contact details (parents mobiles, house numbers) are up-to-date. The early leaving slip is available with the class teachers as well as at the school reception.

Please be advised that if requests are received without sufficient planning and notification, there may be delays before leave can be authorized. The school cannot accept liability for any missed appointments under these circumstances.

If you wish to collect your child early from school parents, please send an email 24 hours in advance to your child's homeroom teacher (KG and primary) or head of grade (secondary) then check in with the receptionist who will arrange for your child to be brought to the office. Please do not go to their classroom as this can disrupt teaching.

Parents wishing to collect secondary students early must email the head of grade. Secondary students must have their **Early Dismissal Pass** signed by their head of grade and deputy head of SS before being released by the front desk reception.

Prompt Collection: If children are not collected after 10 minutes they will be moved to another location. It is important that young children are collected on time; late collection can cause children anxiety. If a child is consistently being left for late collection a parent meeting will be called with a member of the senior leadership team. In the event of a family emergency or change of plan, please try to contact the school office as soon as possible so that your child and the teacher can be informed of your new arrangements. Parents should notify their child's homeroom teacher in writing if another adult is picking up their child to avoid any issues. Students will only be released to authorized members mentioned on the dismissal form completed by parents.

Reporting Absence and Sickness: Parents are required to report a student's absence the night before if they know that their child will not be attending school or before 8:00am on the morning of their absence by sending an email, with the name of the student and class to the class teacher or by telephoning the primary school secretary.



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The school has an automated system to alert parents of student absences as an additional level of security. SMS messages will be sent to all parents of students recorded as being absent without explanation latest by 10:00 am each school day via the parent portal.

Absence: All days missed from school for any reason will be reported on the report card as an absence.

- a. When your child is absent from school for two (2) consecutive days or more, you need to provide a letter explaining their absence or provide a note from the doctor upon return to school.
- b. For any extended period, (greater than 1 week) you must notify the teacher and the vice principal as soon as possible of the length of absence when known.
- c. For prolonged unexplained absence, a child may be placed at the bottom of the waiting list and must pay the new student enrollment fee upon re-enrollment.
- d. An extended or unexplained absence may result in enrollment being cancelled.
- e. Extended absences are handled on an individual basis but there is an expectation that there will be close communication between home and school to better support the student.

If your child has an illness or is recovering from an illness and is unable to participate in physical education or swimming activities a medical certificate should be issued by the child's physician. The certificate should indicate the period of time that the child should be excluded from certain activities.

We recognize that the expatriate lifestyle presents great opportunities for travel and we are pleased to encourage families to take advantage of the many rich experiences that can provide lifelong memories. However, we ask parents to do everything they can to ensure that such trips do not conflict with school days. We do not expect teachers to make exceptional lesson planning arrangements for students who miss school because of holidays taken during school days. The school year includes a generous amount of vacation time and therefore an extension of this time is not encouraged.

Should you choose for your children to be absent from school for a prolonged period outside regular vacation time, parents should send an email to the head of primary or secondary. The absence will be acknowledged; however, we do not give approval. All days missed will be counted as absences on the report card.

Absenteeism disrupts learning and it is not possible to "make up" in full the learning lost during a period of absence. We understand that emergency situations happen, however, the nature of our programme is designed for students to learn within their community of peers. It is not possible to send class work home or for students to complete the equivalent work at home.

There are two types of recognised absences; authorised and unauthorised:

Authorised Absence

The following types of absences may be regarded as authorised when confirmed by signed letter from parents/guardians

- Illness
- Medical
- Appointment
- Religious or cultural observance
- Out of school suspension
- Educational Trip



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- Approved Sporting Activity
- Other authorised circumstances (i.e. bereavement, mandatory appearance before an official body). Must be approved by head of sections (primary or secondary)
- Enforced Closure

Unauthorised Absence:

- Family holiday
- Non -urgent medical appointment that could be scheduled outside school time
- Other types of absences not included in the authorised absences list

Repeated unexcused absences/tardiness:

- After 3 unexcused absences/tardy slips, the homeroom teacher will contact the parent directly with a school provided template message regarding the aforementioned
- If the unexcused absences/ tardiness continues after the above has been sent, the deputy head – pastoral and administration is informed by the homeroom tutor
- Deputy head then contacts the parent directly to address the concern – via meeting/phone call

Monitoring and review

This policy is reviewed at the end of each year by the heads of section and approved by the principal.

Date of last review: April 2023