



**Vernus  
International  
School**

## **ATTENDANCE POLICY**

**AY: 2025 - 2026**

|                             |                               |
|-----------------------------|-------------------------------|
| <b>Date of Policy</b>       | September 2022                |
| <b>Date of last review</b>  | September 2025                |
| <b>Date of next review</b>  | August 2026                   |
| <b>Lead Member of Staff</b> | Principal & Head of Wellbeing |



## Attendance Policy (2025 - 2026)

### Purpose of Policy

Regular attendance is an essential prerequisite for effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school.

### Related Policies:

- Student Wellbeing Policy
- Student Behavior Management Policy

### Aims and Objectives

- To attain a very good attendance level
- To make students punctual regular attendance and punctuality are essential for successful attainment.

### Attendance, Regularity & Punctuality – Whole School Approach

KHDA guidelines for attendance are as follows: 98% and above outstanding, 96% very good, 94% good, 92% acceptable, and less than 92% unsatisfactory. The school cannot authorize long absences. Absences of more than 48 hours without the support of a sick note will be worked as unauthorized absences. If a student needs to miss school for any other reason other than illness, then this should be requested in writing & approved in advance.

*NOTE: By UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year, or withdraw the offer of a place for the following academic year.*

### Roles and Responsibilities

The responsibility for raising and promoting attendance is shared by parents, students, and all school staff. By cooperating and working together, attendance can be improved and in turn, will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.



**Students are responsible to:**

- Attend school regularly and attend all lessons.
- Arrive on time for school and all lessons.
- Follow the procedures for attendance and punctuality.
- Be responsible for carrying out any work provided by the school during an authorized absence period.

**Parents are responsible for:**

- Making every effort to ensure that their child attends school every day & arrives on time.
- Informing the school on the first day of an absence if their child is unable to attend school.
- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Making all appointments outside of school time e.g. dentist/doctor. In the event of this not being possible, parents are asked to inform the school of the appointment before the appointment date. The school may request to see an appointment card.
- Informing a member of staff (usually Homeroom Teacher/Section Head) of any reason or problem that may hinder their child from attending school.
- Working with the school to ensure good attendance and punctuality.
- Contacting school, by email to the Homeroom Teacher/Section Head, whenever their child is unable to attend school.
- Informing the school immediately in the event of the student contracting an illness or suffering an injury which would make ○ an absence of 3 days or more likely, and ○ subsequently keep the school informed on the student's progress.

**Homeroom Teachers/Special Teachers are responsible for:**

- Setting an example by having good attendance and arriving on time to registration – Teachers should be in the classroom by 7.30 a.m.
- Marking the daily attendance register accurately at the start of the day.
- Marking the room attendance for all lessons taught.
- Alert the Section Head if a student was present in the morning but absent for a lesson later in the day for further action.
- Emphasizing the importance of good attendance and punctuality.
- Ensuring absence notes/emails are received and record reasons for absence accurately.



- Contacting home if a student is absent from school without a reason – this will happen during or after the first day of absence.
- Alert the Section Head if a student has been absent for 2 days or more and parents have failed to contact the school or answer email requests & keep a record of all interventions.
- Celebrating attendance and punctuality appropriately e.g. display certificates, appreciation emails/letters, etc.
- Setting an example by arriving promptly to all lessons.
- Referring to attendance and lateness when writing reports using the following range:

**Head of Curriculum/Section Heads are responsible for:**

- Promoting, monitoring, and supervising good attendance and punctuality within each house to ensure targets are met.
- Collating an attendance and punctuality data sheet every month and giving it to Homeroom Teachers/Subject Teachers to discuss with their classes.

**Head of Wellbeing is responsible for:**

Identify and challenge any unauthorized absence and persistent lateness  
 Immediately investigate any lesson absence during the day and contact parents if necessary  
 Identify patterns of frequent short absences, for example, every Thursday  
 Analyze the data monthly into the following categories for Attendance and Punctuality

| Using a monthly attendance display to raise awareness for 100% attendance. <b>Attendance</b>                                 |        |
|--|--------|
| 96% - 100%   | Green  |
| 92% - 95%  | Orange |
| Below 92%  | Red    |
| RED – School Counselor will decide on the best intervention method according to the individual circumstances of each student |        |

**Rewards:**

- Students who have improved attendance and/or punctuality will receive an appreciation mail



- Students with 100% attendance and no lateness will be rewarded at the end of each month and those with the best attendance per term will be rewarded as well. The section Head will decide on appropriate rewards which may include:
  - Certificates (Term-wise, monthly, weekly)
  - Weekly Trophies
  - Mention in a school assembly
  - Note in the planner or email/letter sent to parents.

#### **PROCEDURE:**

- The school expects all students to be in their respective classrooms by 8:00 a.m.
- The school gate closes at 8:15 a.m.
- The register will be taken at the start of the school day and any student who does not present at that time will be marked absent or late.
- A phone call/email is sent to parents of absent/late students by the school nurse.
- Any student reaching school after 8:15 a.m. is required to log in at the reception with their ID cards.

#### **Review**

This policy will be reviewed at least once a year by the principal and the head of well-being.



### Absenteeism Controlling & Monitoring Process

**Step – 1**  
Three (3) incidents  
of absenteeism  
/month

- School Nurse will make 1<sup>st</sup> contact after 2 consecutive absences (Verbal/call to student)
- The school Nurse will be sure to document the date/time of contact result of contact with parents.

**Step – 2**  
Up to six (6) incidents  
of absenteeism /  
month

- For four (4) to five (5) days absences, the school nurse informs to Head of Wellbeing & cc Section Head.
- The Head of Wellbeing will intervene once students reach 5 unexcused. Parents are to be called for a meeting and a warning letter will be issued.
- The Head of Wellbeing will ensure attendance letters and teacher communication have been completed prior to intervention.

**Step – 3**  
Up to ten (10) incidents  
of absenteeism/  
month

- Head of Wellbeing will monitor and refer to principal if absences continue to increase
- More than ten days the matter raised to the Principal by the Head of Wellbeing
- Once administration is notified, parents will be contacted and meeting scheduled for all parties involved
- Contracts between the school and parents will then be made and implemented

**Step – 4**  
Final Decision

- After two meetings with parents and filing all signed documents, a written notice announcing refusal to re-enroll the student in the school for the following academic year.
- No reenrollment for the next academic year will be informed to the parent.

### Tardiness Controlling & Monitoring Process

**Step – 1**  
More than 2  
times late/early dismissal

- The reception team will issue the slip for late arrival & add it to the register.
- The reception will make 1<sup>st</sup> contact for early dismissal students & after students are signed out early 2 times inform the Head of Wellbeing & Inclusion.
- The nurse will be sure to document the date/time of contact with the parents.

**Step – 2**  
More than 5 time  
late/early dismissal

- Head of Wellbeing will get involved with tardy arrivals once it gets to 5 or when referred by a teacher
- The Head of Wellbeing will intervene with early dismissals once they have reached 5
- The Head of Wellbeing will ensure attendance letters and communication have been completed before intervention.
- The Head of Wellbeing will monitor and refer to the principal if absences continue to increase
- Warning letters are to be issued

**Step 3**  
More than 7 – 10 times  
late/early dismissal

- Truancy packets will be created for students with excessive absences by the Head of Wellbeing & Inclusion
- Once notified, the administration will intervene for tardy students and excessive early dismissal students as well.
- Once the administration is notified, parents will be contacted, and a meeting scheduled for all parties involved
- Contracts between the school and parents will then be made and implemented
- Warning letters to be issued and temporary suspension for up to two/three days where the student will receive a "zero" on any test administered during suspension days



## VIS Attendance Contract 2025-2026

|                       |  |                       |  |
|-----------------------|--|-----------------------|--|
| <b>Student's Name</b> |  | <b>Date</b>           |  |
| <b>Grade</b>          |  | <b>Teacher's Name</b> |  |
| <b>Parent's Name</b>  |  | <b>Phone No.</b>      |  |

|                 |  |                 |  |              |  |
|-----------------|--|-----------------|--|--------------|--|
| <b>Tardies:</b> |  | <b>Absences</b> |  | <b>Other</b> |  |
|-----------------|--|-----------------|--|--------------|--|

### Contact with parents/guardians:

| Date | Type of Contact | Outcome |
|------|-----------------|---------|
|      |                 |         |
|      |                 |         |
|      |                 |         |

Historical Attendance Issues (if any, please list school year, amount, interventions, outcomes):

| School Year | Days absent/tardy | Interventions | Outcomes |
|-------------|-------------------|---------------|----------|
|             |                   |               |          |
|             |                   |               |          |
|             |                   |               |          |

*(To be completed with student)*

### I am absent, because (mark all that apply):

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Late to School   | <input type="checkbox"/> Late to Class           | <input type="checkbox"/> Skipping School       |
| <input type="checkbox"/> Missing Bus      | <input type="checkbox"/> Bus Suspension          | <input type="checkbox"/> Problems with Friends |
| <input type="checkbox"/> School Anxieties | <input type="checkbox"/> Poor Grades             | <input type="checkbox"/> Needed at Home        |
| <input type="checkbox"/> Work/Job         | <input type="checkbox"/> Illness                 | <input type="checkbox"/> Afraid of School      |
| <input type="checkbox"/> Tired/Overslept  | <input type="checkbox"/> Other (Please Describe) |  |

### School Attendance Expectations:

I, \_\_\_\_\_, commit to attend school regularly and arrive to school on time. I feel motivated by:



|                   |  |      |  |
|-------------------|--|------|--|
| Student Signature |  | Date |  |
| Staff Signature   |  | Date |  |

**Review Dates:**

| Date | Attendance | Outcome | Notes |
|------|------------|---------|-------|
|      |            |         |       |
|      |            |         |       |

