



RAFFLES

INTERNATIONAL SCHOOL

Attendance Policy

School Vision, Mission and Core Values

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




Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: September 2021

Last Revised/Amended: August 2023, August 2024

Next review: August 2025

CEO/Board		 Principal
 Head of Primary School	 Head of Secondary School	Other relevant staff

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 International School aims for student 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 to maximise the educational benefit of attending school.
- To highlight the importance of strong attendance on academic progress and outcomes
- To maintain a high profile of the importance of attendance and progress
- To assist the school in its safeguarding procedures
- To be aligned with the school motto 'Towards Excellence' and the core values 'integrity' and 'responsibility'
- To help teach self-management skills

Primary School Lesson Timings

Monday-Thursday		
Period	From	To
Registration	07:30	07:40
1	07:40	08:30
2	08:30	09:20
Break	09:20	09:50
3	09:50	10:40
4	10:40	11:30
Lunch	11:30	12:20
5	12:20	13:10
6	13:10	14:00
7	14:00	14:50
8	14:50	15:00

Friday		
Period	From	To
Registration	07:30	07:40
1	07:40	08:30
2	08:30	09:20
Break	09:20	09:50
3	09:50	10:40
4	10:40	11:30
5	11:30	12:00

Secondary School Lesson Timings

Monday-Thursday		
Period	From	To
Registration	07:30	07:40
1	07:40	08:35
2	08:35	09:30
3	09:30	10:25
Break	10:25	10:45
4	10:45	11:40
5	11:40	12:45
Lunch/6A	12:35	13:20
Lunch/6B	13:20	14:05
7	14:05	15:00

Friday		
Period	From	To
Registration/Wellbeing	07:30	08:00
1	08:00	08:55
2	08:55	09:50
3	09:50	10:45
Break	10:45	11:05
4	11:05	12:00

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. Registration for both primary and secondary students begins at 7:30am.
- Parents/guardians will make every effort to ensure that their children attend school every school day and arrive on time.
- Teachers shall maintain accurate records of attendance for every lesson in Secondary School and in the morning and afternoon in the Primary School.
- 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. A high level of attendance impacts positively on attainment and progress. The school advises against any travel or holidays intended during term time.

Pick up and drop off: School starts promptly with registration at 7.30am. It is advisable for students to arrive between 7:15am and 7:30am to prepare for the day. Entrance to the FS, Primary School and Secondary School is through the designated entrances.

All FS and KS1 students are dropped off and collected from their classrooms. Students in FS and Primary School are expected to be accompanied by their parents if they do not take the school bus. Parents are encouraged to ensure their child arrives at school punctually in order for the class to start promptly. KS2 and Secondary School students can arrive independently at their form room.

Secondary students are expected to be in their respective form classrooms promptly at 7.30am. They meet in form classrooms for registration each morning at 7.30am.

At the end of the school day, FS and Primary School students who do not take the school bus are to be collected from the respective classrooms.

Secondary school students are dismissed promptly at 3:00pm. CCA activities take place after school. Their exact end time may vary. For instance, students taking part in DASSA sporting fixtures. If a child is taking part in a CCA, it is important that they are collected promptly. Students are not permitted to wait inside the school building unsupervised. If parents are late collecting a child, we will ask the child to wait in reception or the canteen for parents to collect them.

Late Arrivals & Early Dismissals: School gates 3 and 4 close at 7:45am. Gates 5 and 6 close at 8:00am. Secondary students arriving after 7:35am will be considered late and are required to sign in at reception, collect a late slip, and be marked present before going to class. Failure to do this will result in the student receiving an absent mark for the day. Students arriving at class without the late slip are not admitted and are sent back to reception.

Early dismissal

- On those occasions when a child needs to leave early, before the normal dismissal time, parents must email the class teacher or the secretary to inform them of an early pick up in advance.
- Any early leave needs to be agreed by SLT of the appropriate school phase.
- No child will be allowed to exit the premises without authorisation. Secondary students are required to obtain an early leave slip from reception staff and give this to security with the time they will leave.

It is imperative that parents ensure all contact details (phone numbers, email addresses) are up to date, contacting admissions if any changes/updates are required.



Parents requiring to collect their child early from school must send an email 24 hours in advance to the child's homeroom teacher (FS and primary) or Head of Year (secondary), then check in with the receptionist who will arrange for the child to be brought to the office. If requests are received without sufficient planning and notification, there may be delays before leave can be authorised. The school cannot accept liability for any missed appointments under these circumstances.

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 repeatedly being left for late collection, a parent meeting will be called with a member of the senior leadership team as this presents a safeguarding concern. In the event of a family emergency or change of plan, parents should contact the school office as soon as possible so the child and the teacher can be informed of 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 authorised adults with permission provided by parents, in writing.

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 Form Tutor / Homeroom Teacher.

Form Tutors and Homeroom Teachers email, by 8am, the parents of any students who are absent without reason.

Absence: All days missed from school for any reason will be reported on the report card as an absence. If a child reaches absence of 20 consecutive days, or 25 non-consecutive days absent from school, the school reserves the right, in accordance with the KHDA protocols and parent school contract- subject no:5 Attendance and Punctuality, to revoke re-enrollment and/or request the child repeats the academic year.

- a. When a child is absent from school for three (3) consecutive days or more, a letter explaining their absence or a note from the doctor upon return to school is required.
- b. For any extended period (greater than 1 week) parents must notify the Home Room or Form Teacher and the appropriate Deputy Head of School as soon as possible clearly noting the length of absence requested, when known.
- c. An extended or unexplained absence may result in enrollment being cancelled.
- d. 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 a 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 recognise 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 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.

CHILDREN SHOULD BE IN ATTENDANCE FOR AT LEAST 98% OF SCHOOL DAYS. WHERE A CHILD'S ATTENDANCE FALLS BELOW 90%, WE MAY SEEK FURTHER INTERVENTION ACCORDING TO KHDA GUIDELINES.

Should parents choose for their child to be absent from school for a prolonged period outside regular vacation time, they should send an email to the Head of Primary or Head of 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 curriculum 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
- 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

Monitoring and review

This policy is reviewed at the end of each year by the Senior Leadership Team and approved by the Principal.

This policy will be updated annually or when changes to regulations occur.

This policy is to be read in conjunction with:

- RIS Safeguarding Policy