



Policy: Attendance Policy

Pinnacle American School

1. Purpose

The purpose of this Attendance Policy is to promote student attendance and punctuality, ensuring that all students maximize their learning opportunities. This policy outlines the responsibilities of students, parents, and staff in maintaining a positive attendance record.

2. Policy Requirements

At the beginning of each academic year, Pinnacle American School will:

- Develop, implement, and communicate the Attendance Policy to parents.
- Publish the policy on the school's website.
- Regularly review the policy to ensure its effectiveness.

3. Defining Attendance and Punctuality

- **Attendance** refers to students being present during scheduled school hours.
- **Punctuality** refers to students arriving on time for school and classes.
- The school will have procedures in place to monitor and ensure compliance with attendance and punctuality standards.

3.1 Absence Follow-Up

- The school will follow up on all unreported absences within 2 hours of the attendance register closing.

Procedures:

- **Telephone Communication:**
- The School Attendance officer will call the student's parent to inquire about the reasons for the student's absence.

Text Message Notification:

- If the parent does not respond to the phone call, a text message will be sent requesting information on the reasons for the student's absence.
- The message should be clear and direct, including the student's name, the date of the absence, and a request for a prompt response.



Responsibilities:

- School Attendance officer are responsible for implementing these procedures and ensuring effective communication with parents.
- Parents are responsible for responding to phone calls or text messages and providing the school with accurate information regarding their child's absence.

Review: This policy is subject to periodic review and updates as needed to ensure its effectiveness in communicating with parents and following up on student absences.

3.2 Student Arrival and Departure Notification

This policy outlines the procedures for student arrival, attendance recording, and handling late arrivals at Pinnacle American School. It aims to ensure smooth and orderly entry into the school, accurate attendance tracking, effective communication with parents, and adherence to the school's time requirements.

Gate Opening Procedures

- 1. Back Gate:**
 - The back gate of the school opens at 7:15 AM.
 - Classroom teachers are responsible for recording the attendance of students arriving on time using the Orison system.
- 2. Front Gate:**
 - The back gate closes, and the front gate opens to receive late-arriving students at 7:40 AM.
 - The administration office records the attendance of late-arriving students and updates their status in the Orison system.

Handling Late Arrivals

- 1. Communication with Parents:**
 - The administration office contacts the parents of late-arriving students to inform them of the late arrival, inquire about the reasons, and remind them of the importance of timely attendance.
- 2. Procedures for Continuous Tardiness:**
 - In cases of repeated tardiness, the following steps will be taken:
 - A meeting with the parents to discuss the issue.
 - Providing counseling or support to the student as needed.
 - Developing an improvement plan to ensure timely attendance.



Attendance Recording on the ADEK System

- All attendance and tardiness information will be recorded in the Abu Dhabi Department of Education and Knowledge (ADEK) system to ensure compliance with educational standards and for proper monitoring.

Detailed Procedures

1. Back Gate Opening and Attendance Recording:

- At 7:15 AM, the back gate is opened for student entry. Teachers will be present to welcome students and guide them to their respective classrooms.
- Teachers will promptly take attendance and record it in the Orison system, ensuring that the information is accurate and up-to-date.

2. Front Gate Operations for Late Arrivals:

- At 7:40 AM, the back gate will close, and the front gate will open to accommodate students who arrive late.
- Staff at the front gate will ensure that late-arriving students enter safely and proceed to the administration office for attendance recording.

3. Communication Protocols:

- Upon recording a student as late, the administration office will immediately contact the parent or guardian to inform them of the student's late arrival.
- The reasons for tardiness will be documented, and parents will be reminded of the school's start time and the importance of punctuality.

4. Addressing Repeated Tardiness:

- If a student is repeatedly late, the school will take steps to address the issue, including:
 - Scheduling a meeting with the student's parents to discuss the frequency of tardiness and potential underlying issues.
 - Offering support services such as counseling to help the students improve their punctuality.
 - Developing a tailored plan to assist the student in arriving on time consistently.

5. Reporting to ADEK:

- All attendance data, including instances of tardiness, will be recorded in the ADEK system.
- The school will ensure that all records are maintained accurately and are available for review by ADEK officials as required.



Conclusion

Pinnacle American School is committed to fostering an environment of punctuality and responsibility. By following these procedures, the school aims to ensure that all students arrive on time and that any issues related to tardiness are promptly and effectively addressed.

4. Unauthorized Absences

- For compulsory grades (Grade 1/Year 2 and above):
 - Students with unauthorized absences exceeding 5% of the total calendar days will be identified as a “cause for concern.”
 - **Attendance Policy for Compulsory Grades (Grade 1/Year 2 and Above)**
 - **Objective:** To ensure that students attend school regularly and to identify and support students with excessive unauthorized absences.
 - **Policy Statement:** Regular attendance is crucial for students' academic success and social development. Pinnacle American School is committed to monitoring attendance and addressing unauthorized absences promptly.
 - **Guidelines:**
 - **Identification of Unauthorized Absences:**
 - Unauthorized absences are defined as absences not approved or justified by the school administration.
 - Examples of unauthorized absences include truancy, unapproved vacations, and absences without a valid reason provided by parents or guardians.
 - **Threshold for Concern:**
 - Students with unauthorized absences exceeding 5% of the total calendar days will be identified as a “cause for concern.”
 - For a standard school year of 180 days, 5% equates to 9 days of unauthorized absences.
 - **Procedures for Addressing Excessive Absences:**
 - **Notification:** Parents or guardians will be notified in writing when a student reaches the 5% threshold of unauthorized absences.
 - **Meeting:** A meeting will be scheduled with the parents or guardians, the student, and school administration to discuss the reasons for the absences and to develop a plan to improve attendance.
 - **Support Plan:** The school will provide resources and support to address any underlying issues contributing to the student's absences. This may include counseling, academic support, or referrals to external services.
 - **Monitoring:** The student's attendance will be closely monitored following the implementation of the support plan. Regular check-ins with the student and parents or guardians will be conducted to ensure progress.



- **Consequences of Continued Unauthorized Absences:**
 - If the student's attendance does not improve despite interventions, further action may be taken, including:
 - Referral to the school attendance officer or relevant authorities.
 - Development of an attendance contract outlining specific expectations and consequences.

 - **Responsibilities:**
 - **School Administration:** Responsible for tracking attendance, notifying parents or guardians, and coordinating support plans.
 - **Teachers:** To report concerns about attendance promptly and provide support to students as needed.
 - **Parents/Guardians:** To ensure their child attends school regularly and to communicate with the school regarding any absences.
 - **Review and Evaluation:** This policy will be reviewed annually to assess its effectiveness and make necessary adjustments based on feedback and attendance data.
- **For the KG cycle:**
 - Students with overall absence rates (authorized and unauthorized) exceeding 10% will be flagged as a “cause for concern,” with potential escalation per ADEK policies.
 - Parents will be informed about the impact of persistent absences on student learning and progression.

5. Attendance Compliance for Students with Additional Learning Needs

- Students with additional learning needs must comply with attendance requirements but may have accommodations for medical or therapeutic leaves lead by the LSU Unit.



6. Ensuring Attendance Compliance

Pinnacle American School will ensure attendance compliance through:

- Daily recording of attendance.
- Managing absences according to ADEK guidelines.
- Recognizing excellent or improved attendance.
- Reporting attendance daily to ADEK via the electronic Student Information System (eSIS).
- Preventing travel-related absences by maintaining engaging lesson plans in the lead-up to school breaks.
- Effective communication with parents, students, and staff regarding the importance of good attendance and the consequences of poor attendance.

7. Authorized Absences

The following absences will be authorized with proper documentation:

- Illness.
- Death of a first- or second-degree relative.
- Pre-scheduled medical appointments.
- Official community tasks.
- Mandatory appearances before official bodies.
- Essential urgent family travel (e.g., medical care, family death).
- Attendance at approved conferences, competitions, and events, with prior permission from the Principal.
- Work in the entertainment industry.
- Observation of religious holidays not recognized as public holidays in the UAE.
- Examination leave for board and pre-collegiate examinations (with ADEK approval).
- Study leave for board and pre-collegiate examinations (up to 4 weeks annually, with ADEK approval).

The school will remain open for learning during study leave and provide support for students.

8. Attendance Maintenance

- Teachers are required to record student attendance daily and report this data to the centralized System for updating the eSIS.
- Students identified with low attendance will be classified as "at educational risk" and will have tailored intervention plans developed collaboratively with parents in accordance with the ADEK Educational Risk Policy This is lead by the Learning support Unit.



9. Punctuality

9.1 Excusing Late Arrivals

9.1.1 Adverse Weather Conditions

- Students arriving late due to adverse weather conditions will not be penalized.
- The school administration will monitor weather reports and communicate any relevant information to parents and students.
- Parents are encouraged to notify the school if their child will be late due to weather-related issues.

9.1.2 Exceptional Circumstances

- Exceptional circumstances may include family emergencies, medical appointments, transportation issues, and other unforeseen events.
- Parents must inform the school as soon as possible in the event of an exceptional circumstance causing a late arrival.
- Documentation (e.g., medical notes, appointment confirmations) may be required to excuse the late arrival.

9.1.3 Late Arrival Procedure

- Students arriving late must report directly to the reception upon arrival.
- A late pass will be issued to the student, which must be presented to the class teacher upon entry to the classroom.
- The reception staff will record the student's arrival time and reason for tardiness in the school's attendance system.

9.1.4 Communication and Notification

- Parents will be notified if their child arrives late without a valid reason.
- Repeated late arrivals without valid reasons will be addressed by the school administration, potentially leading to a meeting with the parents to discuss and resolve the issue.



9.1.5 Support and Interventions

- The school will provide support and interventions for students who frequently arrive late to help improve their punctuality.
- This may include counseling, time management workshops, and collaboration with parents to identify and address underlying issues.

9.1.6 Record Keeping

- All late arrivals and the reasons for them will be documented in the school's attendance records.
- These records will be reviewed regularly to identify patterns and take necessary actions to support punctuality among students.

9.1.7 Encouragement of Punctuality

- The school will recognize and reward students who consistently arrive on time.
- Punctuality awards and acknowledgments will be given during school assemblies and in student reports.

9.2 Consequences of Repeated Late Arrivals

- If a student is late on three or more occasions within an academic year, appropriate actions will be initiated in alignment with the ADEK Student Behavior Policy.

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Details of Actions:

- **First Three Late Arrivals:**
 - Parents will receive a notification letter informing them of the late arrivals and reminding them of the school's punctuality policy.
 - The student will receive a verbal reminder from the class teacher about the importance of punctuality.
- **Upon the Fourth Late Arrival:**
 - A meeting will be scheduled with the parents, the student, and a school administrator to discuss the reasons for repeated tardiness and to develop a plan to improve punctuality.
 - The student may be required to participate in time management workshops or counseling sessions if deemed necessary.



- **Further Late Arrivals:**
- Continuous late arrivals may result in additional consequences such as detention, loss of privileges, or other disciplinary measures as outlined in the ADEK Student Behavior Policy.
- The school will closely monitor the student's attendance and work with the family to address any underlying issues contributing to the lateness.
- **Documentation and Record Keeping:**
- All instances of late arrivals and the corresponding actions taken will be documented in the student's record.
- These records will be reviewed regularly to ensure compliance with the punctuality policy and to identify any patterns that need further intervention.
- **Support and Encouragement:**
- The school will provide continuous support to help students improve their punctuality, including regular check-ins with the student and their parents.
- Positive reinforcement, such as punctuality awards or acknowledgments, will be given to students who show significant improvement.

Notification of Guardianship and Legal Obligations:

Please be reminded of the legal requirements related to student guardianship as outlined by the Abu Dhabi Department of Education and Knowledge (ADEK) Private Schools Policy and Guidance Manual, as well as broader UAE regulations.

Parental Responsibility & Notification

Parents/guardians are the primary legal custodians of their children and are required to notify the school in writing if they will be unavailable in the UAE for any period of time. In such cases, a temporary guardian must be nominated, and the following information must be submitted to the school:

Full name of the nominated guardian

Copy of Emirates ID or passport

Contact details of the guardian

Child Protection & Safeguarding

Schools are legally obligated to maintain up-to-date records of who is responsible for each child's welfare. Failure to inform the school of changes in guardianship arrangements may raise safeguarding concerns and could place the school in breach of its legal duty to ensure the child's safety and wellbeing.



Attendance and Parental Engagement

Regardless of whether the student continues to attend school during a parent's absence, the school must have clear instructions regarding who is authorized to:

- Make decisions on behalf of the parent/guardian
- Collect the student from school
- Respond in the event of an emergency

This is in accordance with **ADEK Policy 56 (Informing Guardians of the School Program), Policy 54 (Attendance), and Policy 55 (Absence)**, which require schools to maintain direct communication with either the parent or an officially nominated guardian at all times.

Legal Compliance and Consequences

Failure to provide accurate and complete guardian information may require the school to escalate the matter to ADEK as a compliance issue related to safeguarding and student protection.

To remain compliant, we request that parents/guardians submit the following documentation within [insert timeframe, e.g. 5 working days]:

- Written confirmation of the parent/guardian's temporary absence
- Nominated guardian's Emirates ID/passport copy and contact details
- Signed authorization letter granting the guardian temporary authority for school-related decisions

We appreciate your cooperation in ensuring that students remain fully supported and that the school complies with ADEK and UAE regulatory requirements.

10. Review and Communication

This Attendance Policy will be reviewed regularly and communicated effectively to all stakeholders, ensuring ongoing awareness and understanding of attendance expectations at Pinnacle American School.

Draft Revision Date:	01.01.2024
Approved by Board of Trustees:	
Indicative Review Date:	01.10.2025

