



DELHI PRIVATE SCHOOL, AJMAN

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ATTENDANCE POLICY

Reviewed & revised by SLT

on April 14, 2024

(to be reviewed in the beginning of each academic year and whenever required)

ATTENDANCE POLICY

RATIONALE

DPS Ajman empowers and inspires all the students to strive for excellence. It is vital for our students to attend school on a regular basis in order to get the most out of their education. Unless the absence is unavoidable, every student should attend school every day, on time.

POLICY STATEMENT

The school has set attendance goals, and each student plays a vital role in achieving these goals. Our goal is to reach 98 percent attendance, which the MOE considers outstanding. We at DPS Ajman consider that the key to successful schooling and great achievement is good attendance.

Regular attendance is very important as any absence affects the pattern of a child's schooling and will seriously affect their learning. Due to his or her absence, the student is accountable for catching up on any work that was missed in class.

We recognize that parents play a vital role and there is a need to establish strong home-school bond so that we can work together whenever there is concern about attendance.

In-order to achieve the goal the school will:

- Inform parents during Open House about how their child is doing in school, their attendance and punctuality rate, and how this relates to their achievement.
- The school ERP will reflect the students' attendance. Class teachers, parents and SLT members will have the access to the attendance.
- Contact the parents of students whose attendance is a concern on a regular basis by the class teacher.
- Award the students with 100% attendance at the end of the academic session.
- Include the attendance criteria as one of the eligibilities for Scholar Badge.

DEFINITIONS

Absenteeism with Permission

Permitted absences due to a legitimate reason such as illness or family emergencies, if applied through the mobile app by a parent comes under absenteeism with permission. Please keep in mind that a medical certificate is required for absences due to illness.

Absence without permission occurs when a parent has not applied leave for an absence or when the absence lasts two or more days and a medical certificate has not been received.

Absence during assessments

The students who will be absent for any kind of assessment will not be eligible for retest. If the absence is due to the medical reasons, the average score will be considered for results. For obtaining scholar badge/blazer, it is mandatory for a student to have above 90% of attendance and the student should not have been absent for any of the assessments in that academic year (with or without approved leave).

Absence Procedures without Information

A student is labeled as a "continuous absentee" when his or her attendance record is questionable without any intimation by the parent. A "continuous absentee" harms his or her educational prospects significantly and we need parents' full support and cooperation to address this.

The following are some of the actions that the school may take:

- 1) Class teacher will follow up with the parents in case the child is absent for 3 consecutive days without information.
- 2) The school will issue a warning mail following the discovery of ongoing absence issues.

ROLE OF THE PARENT IN CASE OF UNAVOIDABLE ABSENCE

In case of unavoidable absence, parents must apply for the leave through DPSA Mobile App. As per the no. of days applied, the leave will be directed to the following:

- upto 3 days, request to be sent to the Class Teacher
- 3 to 7 days, request to be sent to the Respective Heads
- for more than a week, request to be sent to the Principal.

If the absence is due to medical concerns, then the medical certificate shall be presented at the time of joining the school after absence.