



Policy Information

Policy Title	BWA Attendance Policy
Section	
Policy Number	
Effective Date	1st August 2024
Review Cycle	Annually
Author Modified	Matthew Smith

Implementation and Exemptions

BWA school is required to observe and implement this policy.

Exceptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

Objective and/or Scope

"The future holds no place for those who lack knowledge and education."
His Highness Mohammed Bin Zayed Al Nahyan.

"Good character is not formed in a week or a month. It is created little by little day by day. Protracted and patient effort is needed to develop good character." – Heraclitus

Attendance at school plays a crucial role in this process as it provides students with opportunities to cultivate the values of the IB learner profile. The IB learner profile consists of ten attributes: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, and Reflective. Regular attendance at school allows students to engage in inquiry-based learning, gain knowledge across various subjects, develop critical thinking skills, and practice effective communication. Attending school also enables students to demonstrate principled behavior, showcase open-mindedness, display care for others, take risks in their learning, strive for a balanced lifestyle, and engage in reflective practices. Therefore, consistent attendance (98%+) at school supports the holistic development of students' character, aligning with the quote by Heraclitus and the values of the IB learner profile.

Policy / Process

1. Aims

- To promote principled, caring attitudes towards attendance
- To provide a learning environment which encourages all our students to attend regularly and punctually, reflect on their learning, and take risks in their learning to fulfill potential

2. Objectives

- To achieve 98%+ attendance for the school each academic year
- To minimize persistent absence, days taken as holiday, and other unauthorized absences

3. Strategies for Success

Working Together: The School will...

- Support students by providing a school environment that encourages and rewards regular and punctual attendance
- Keep an accurate and up-to-date record of attendance to school and to lessons
- Contact parents if a student is absent from school (with no communication from parents)
- Inform parents of any concerns regarding their child's attendance or punctuality
- Reward excellent attendance

Working Together: The Student will...

- Attend school regularly and aim for 98%+ attendance each academic year
- Be on time for school and all lessons. All students should be at school by 7:40 am
- Attend school as normal during whole school events such as Sports Day, BateenFest, National Day, and International Day etc.
- Avoid leaving school early to travel or attend non-essential appointments. These appointments should be scheduled for after 3.30 pm

Working Together: The Parent will...

- Ensure their child attends regularly and is punctual to school (arriving before 7.40 am)
- Endeavour to make medical appointments (doctor/dentist/hospital) out of school hours
- In the event of an essential appointment, parents will provide written confirmation (at least 24 hours in advance)
- Ensure family holidays are taken out of term time
- Parents/guardians are responsible for reporting student absences to the school before 8:30 am on the first morning of their child's absence. This can be done by emailing the homeroom teacher/tutor/HOY/reception or a phone call to the reception/pastoral administration assistant.
- Communicate with the school in the event of prolonged absence (3 days or more)

Please Note: School hours are from 7:40 am to 3.00 pm Monday to Thursday and from 7:40 am to 12:00 pm Friday.

Parents, relatives, drivers, nannies, or friends of family are not permitted to remove a student from lessons or school without the prior permission of the Head of Year or Principal.

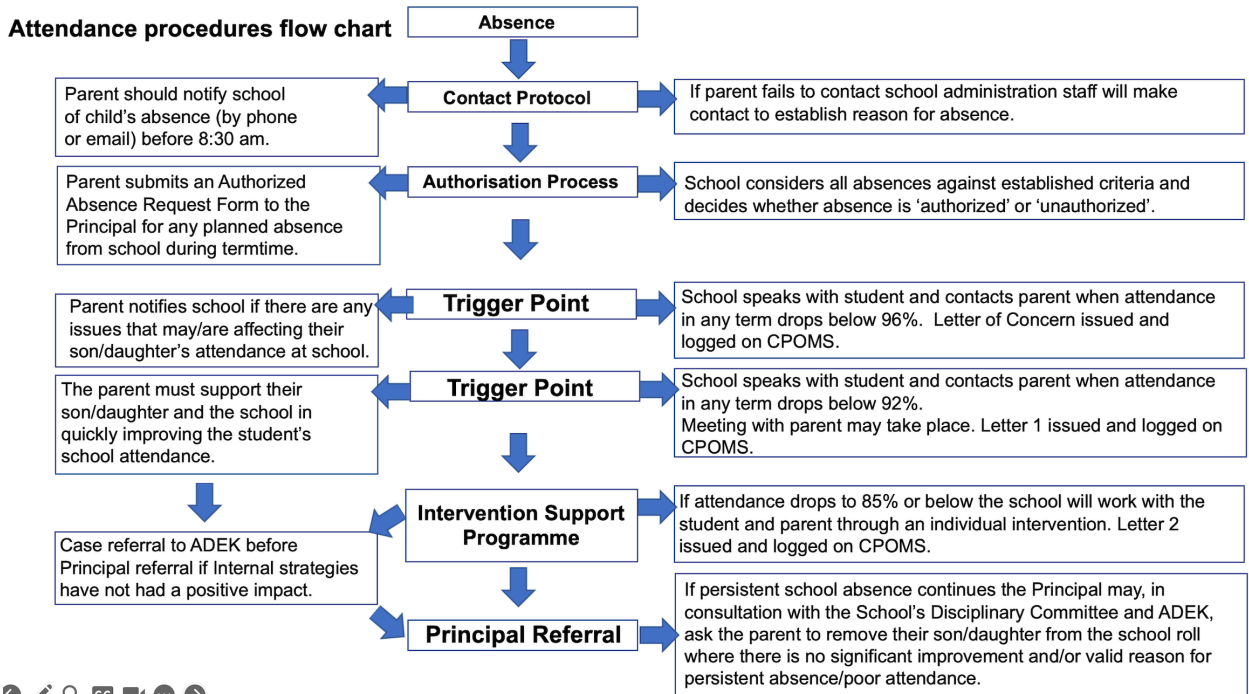
4. Absence Notification Procedure for Parents

When reporting an absence, parents/guardians should provide the following information:

- Student’s full name
- Year level
- Date(s) of absence
- Reason for absence (e.g. illness, medical appointment, family emergency)

This information should be communicated to both the homeroom/Form Group teacher and reception via email to attendance@albateenacademy.sch.ae

5. Managing Absence at Bateen World Academy



Persistent Absence

Students that are absent for substantial parts of their education fall behind their peers, struggle to catch up, and are more likely to underachieve at school. When attendance drops below 96% without genuine reason, the form tutor will speak with the student and the school will notify the parent with a notice of Concern letter. When attendance drops below 92% without genuine reason, the form tutor will speak with the student and the school will notify the parent with Attendance Letter 1 (Level 1 written warning). Attendance below 85% is considered persistent absence and has serious implications on the student’s progress and achievement. In line with ADEK recommendations, the school will work with the student and parent through an individual intervention support programme with agreed targets and an Attendance Letter 2 (Level 2 written warning) will be issued. If persistent unauthorized absence continues, the

Principal may, in consultation with the School's Disciplinary Committee and ADEK, ask the parent to remove their son/daughter from the school roll where there has been no significant improvement and/or valid reason for persistent absence/poor attendance.

6. Parent Request for 'Authorized' Student Absence During Term Time

Primary FS2 – Year 6

We advise parents not to take their son/daughter out of school during term time and to keep absences to an absolute minimum. Parent requests to take their son/daughter out of school during term time must be in writing via the Parent Request for Authorized Student Absence form and addressed to the Primary Director of Student Affairs, who will then look through the child's past history and have a discussion with the Primary Principal. The parent will need to receive a signature from both the Primary Director of Student Affairs and the Primary Principal to acknowledge the 'authorized' absence.

Secondary Year 7 – Year 13

We advise parents not to take their son/daughter out of school during term time and to keep absences to an absolute minimum. Parent requests to take their son/daughter out of school during term time must be in writing via the Parent Request for Authorized Student Absence form and addressed to the relevant Head of Year, who will then look through the child's past history and have a discussion with the Secondary Principal. The parent will need to receive a signature from both the Head of Year and the Secondary Principal to acknowledge the 'authorized' absence.

The Principal may grant 'authorized' absence for urgent family reasons during term time but is not obliged to do so. Any parent request must be made in advance. The Principal must be satisfied that there are special circumstances that warrant the absence. It is for the Principal to decide what constitutes special circumstances. All parent requests will be judged on a case-by-case basis. The Principal will take into account individual circumstances such as student attainment, attendance, and ability to catch up on missed lessons and work, proximity of examination/test dates, and any other key events on the school calendar.

9. Strategies to Promote the Importance of Good Attendance at School for Students in Year 7-13

As students progress through the school, they take on more ownership of their attendance and punctuality. The school supports all students and promotes the importance of good attendance in the following ways for students in Year 7 onwards:

- Rewards system: certificates, House Points, rewards, lunches/trips, commendations

98% Attendance for 1 Term	Bronze Award
98% Attendance for 2 Terms	Silver Award
98% Attendance for 3 Terms	Gold Award
98% Attendance for 6 Terms	Platinum Award

- Articles in school newsletter, student bulletin, letters to parents, and progress reports

- Positive ethos and messages in assemblies, tutor time, lessons, and parent evenings

10. The Importance of Attendance and its Relationship with the Curriculum (Year 7-13)

All subjects at school are important. When a student misses a school day, they not only miss out on the learning within each subject and the benefit of full instruction from their qualified teacher, they will also have to spend additional time catching up on and completing missed classwork and homework. This can lead to a student experiencing anxiousness and frustration at not being able to catch up due to an increased workload. The school will always support any student that has missed school lessons – but it is the responsibility of the student to be proactive, speak to his or her teachers on their return to school, and catch up on missed classwork and homework.

The school values the curriculum time spent on other learning and cultural activities: such as National Day, International Day, BateenFest, and the Al Bateen Olympics (Sports Day). It is important that parents and students recognize that these are an integral part of the school calendar. Attendance at such events is both important and valuable to a student’s learning and personal development. Any unexplained absence will be recorded as an ‘unauthorized’ absence.

11. Evaluation

The Director of Student Affairs takes responsibility for overseeing the Attendance Policy and attendance figures at Bateen World Academy. The attendance policy will be reviewed periodically by the school administration and may be amended as necessary to reflect changing circumstances or legal requirements.

References

External Guidance: ADEK Student Administrative Affairs Policy, IB Learner Profile

Internal Guidance: BWA Student Handbook, BWA Attendance documents

Definitions / Responsibility

1. Definitions

Present: Physically in school

Present Distance Learning: The student is communicating via an online platform

Absent – Authorized: parents have told us a valid reason why they cannot attend

Absent – Unauthorized: not present and no valid reason given for absence

2. Responsibilities

School Assistant Principal	Implementation & Review
School Attendance Officer	Implementation & Review
School Staff	Implementation

Policy History

1. **Adopted – 1st August 2024**
2. **SLT Ratified – 1st August 2024**
3. **Revised – N/A**
4. **Updated – N/A**