

United Private School (UPS) Attendance and Punctuality Policy

1. Policy Statement

At UPS we believe regular attendance and punctuality are integral to students' academic success and wellbeing. In accordance with ADEK's *Student Administrative Affairs Policy* (September 2024, Version 1.1) we commit to monitoring, supporting and improving attendance and punctuality for all students.

2. Purpose

- To ensure students attend according to the approved academic calendar and participate fully in the school programme.
- To define clear procedures for recording, reporting and addressing absence and tardiness, in line with ADEK's expectations.
- To identify and support students at educational risk due to poor attendance or punctuality.
- To foster collaboration among students, parents/guardians, teachers and school leadership to maintain high attendance standards.

3. Scope

This policy applies to all students enrolled at UPS (Kindergarten through Grade 12) for the entire approved school calendar year.

4. Definitions & Key Metrics

Attendance: The proportion of school days a student is physically present in school relative to the total approved school days.

Absence: A day (or part-day where relevant) in which a student is not present at school.

Punctuality / Tardiness: Arrival at school (or to class) after the published start time; or leaving early without authorised reason.

Cause for Concern: For compulsory grades (Grade 1 and above), an unauthorised absence rate over 5% of the total school calendar days must be flagged as "cause for concern".

Educational Risk: A status assigned when attendance or punctuality issues may adversely affect a student's learning progress.

5. Attendance Expectations

- Students are expected to attend **every scheduled school day** as per the calendar approved by UPS and ADEK.
 - For full participation in learning, UPS aims for **attendance rates of at least 96%** across the year, recognising that ADEK emphasises high attendance standards.
 - Arrival to school before the designated time (e.g., before morning assembly) and remaining until the end of the school day or scheduled dismissal is expected.
 - Records of attendance and punctuality must be maintained daily via the eSIS
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6. Absences

6.1 Reporting & Verification

- Parent/guardian must notify UPS **prior to the start of the school day** if a student will be absent, indicating the reason.
- On the student's return, documentation (e.g., parent note, medical certificate) must be submitted as applicable.
- For any absence not reported by two hours after registration closes, the school will contact parents/guardians as per ADEK requirement.

6.2 Authorised Absences

Authorised absences include, but are not limited to:

- Medical leave with certified documentation.
- Death of a first or second-degree relative.
- Pre-scheduled medical appointments (where unavoidable during school hours).
- Participation in officially approved competitions, conferences, service activities (with prior approval).
- Officially mandated closures or severe weather events.

6.3 Unauthorised Absences

- Absences without valid reason or documentation will be recorded as unauthorised.
- Repeated unauthorised absences (or absence rate exceeding 5% for compulsory grades) will trigger intervention and may be escalated to educational risk status.

6.4 Planned/Extended Absences

- Requests for planned absence of 3 or more school days must be submitted in writing at least five working days in advance.
- Approval is at the discretion of the Vice Principal/Head of Section.
- Students with more than **15 consecutive school days absent** (without authorised reason) may have promotion jeopardised.

7. Tardiness / Late Arrival / Early Departure

- Students arriving after the start time must sign in at Reception and obtain a late slip.
- Arrival three or more times in a year without justified reason will result in disciplinary measures per the Student Behaviour Policy.
- Early departure should be requested via written note by the parent/guardian and subject to approval by section leadership.
- Tardiness or early departure disrupts learning and may affect attendance records.

8. Monitoring, Intervention & Reporting

- Attendance data will be reviewed **weekly** by section supervisors and reported to school leadership.
- Students whose attendance falls below the target or whose unauthorised absence exceeds thresholds will be assigned to an **Intervention Plan**, involving parent meetings, pastoral support, and monitoring.
- UPS will classify a student as “educationally at risk” when appropriate and initiate relevant support or referral in line with ADEK’s Educational Risk Policy.
- The school will maintain compliance with ADEK’s requirement to publish the attendance policy on the school website and communicate with parents at the start of each academic year.

9. Roles & Responsibilities

- **Students:** Attend school daily, arrive on time, catch up on missed work, inform staff of legitimate reasons for absence/tardiness.
- **Parents/Guardians:** Support the school by ensuring students attend, providing timely communications for absences, arranging non-urgent appointments outside school hours.
- **Teachers:** Register attendance promptly each lesson/day, report unexplained absences, liaise with pastoral staff for concerns.
- **Section Supervisors / Vice Principal:** Monitor attendance trends, initiate interventions, liaise with parents, report to leadership and ADEK when required.
- **School Leadership:** Ensure policy implementation, review and update policy annually, oversee attendance data and work with stakeholders (including ADEK) to maintain compliance.

10. Consequences & Recognition

- Students with excellent attendance (e.g., 100 % or 96 %+) will be recognised/rewarded (certificates, acknowledgements).
- Absence/ tardiness concerns will trigger letters of concern, parent meetings, and may lead to restrictions on promotion or participation in privileges if attendance remains unsatisfactory in line with ADEK guidelines.

11. Review & Continuous Improvement

- This policy will be reviewed annually or sooner if ADEK issues updated regulations.
- Attendance data will be analysed for trends, root causes of absence/tardiness will be identified, and actions taken to improve attendance culture across UPS.