



THE
ALPHA
SCHOOL

STUDENT ATTENDANCE & PUNCTUALITY POLICY

2020/2021

Dear Parents,

Students' absenteeism and tardiness (morning/ afternoon) affects the school's ability to provide effective educational services. Consistently absent or tardy students disrupts the learning experience of other students in the school.

This is a reminder about the school attendance and punctuality policy which is available in the KHDA Parent- School contract.

Teachers take the attendance at 7:50 am and at 8:00 am the lesson will start.

School Timings (FS 1 to Year 6)

Sunday to Wednesday: 7:50 am – 2:00 pm

Thursday: 7:50 am – 1:00 pm

Daily Routine

Foundation & Primary

The school is not responsible for the supervision of children before 7:30 am or after 2:15 pm (Sunday to Wednesday) and before 7:30 am or after 1:10 pm (Thursday).

It is the responsibility of the parents to ensure students arrive to school no earlier than 7:30 am and no later than 7:50 am; and they are collected from school promptly at 2:10 pm (Sunday to Wednesday).

On Thursday, children must be collected promptly at 1:10 pm.

Drop- off

- The school back gate will open at 7:30 am and close at 8:00 am.
- Students coming at/ after 8:00 am will use the front gate. Students should collect a late slip from reception and will be escorted safely to classroom.
- Parents are not allowed in the building due to Covid-19 restrictions.

Dismissal

Children will only be released to authorised parents/ guardians who have the official carer school ID. Official IDs are issued by school admin and requests must be made to admissions@alphaschool.ae

Dismissal Routine Change

In order to change a student's regular daily dismissal routine (i.e. riding the bus, a different carer picking the student up) the parent/ guardian must send the an email to reception (reception@alphaschool.ae) before 10:00 am with the full name and contact number of the person allocated to collect the student.

Early Pick- up

Parents/ guardians picking up a student prior to the regular dismissal time must speak to the security who will notify the reception staff. School personnel will contact the teacher to direct the students to the reception.

Dismissal Gate Timing

- For all students the back gate will open at 2:10 pm and close at 2:30 pm from Sunday to Wednesday. On Thursdays, the gate will open at 1:10 pm and close at 1:30 pm.
- Please remember the school is not a play area – you are requested to collect your child on time and then vacate the school premises. Students are not allowed to stay after the school dismissal time to play in the school play area.

Attendance

Refer to the below Tardiness & Absenteeism table.

Absence

- Please remember to report any absence to the class teacher and reception via email.
- Students using the bus service – in case of absence, bus nannies should be informed no later than 6:00 am.

Tardy

- Any student arriving after 8:00 am and leaving after regular dismissal time (1:30 pm / 2:30 pm), will be considered TARDY.
- Parents of Tardy students will receive a tardiness letter to be signed and reverted to school.

Parents of Tardy students will receive a tardiness notification to be signed and reverted to school.

In case of repeated tardiness and absenteeism the following applies:

Offence	Frequency	Implication
Tardiness – this refers to being late in arriving/ departing from the school premises and to instance of being late to lesson within the school day	The first five (5) incidents of tardiness in a short period of time such as a month or an academic term	<ul style="list-style-type: none"> • Written warning to parents. • Tardiness will be noted in the student’s progress report.
	Up to an additional three (3) instance of tardiness in a short period of time, such as a month	<ul style="list-style-type: none"> • Parents to be called to a meeting with the principal or a person designated by the principal. • Parents to sign a written pledge not to repeat the offence. • Tardiness to be noted in student’s progress report.
	Any additional incidents to the above	At the discretion of the school, decision may include one or more of the following:

		<ul style="list-style-type: none"> • Community hours at the school or beyond. • Detention during school hours. • A written notice announcing refusal to re-enroll the student in the school for the following academic year.
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The first four (4) incidents of absenteeism in a short period of time such as a month or an academic term	<ul style="list-style-type: none"> • Written warning to parents. • Absent days will be noted in the student’s progress report.
	Up to an additional three (3) instance of absenteeism in a short period of time.	<ul style="list-style-type: none"> • Parents to be called to a meeting with the principal or a person designated by the principal. • Parents to sign a written pledge not to repeat the offence. • Absent days to be noted in student’s progress report.
	Any additional incidents to the above	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> • Community hours at the school or beyond. • Detention during school hours. <p>A written notice announcing refusal to re-enroll the student in the school for the</p>

These decisions are endorsed by KHDA and consequences resulting from continued tardiness and absenteeism will be upheld by the authority.