

# Student Attendance

## Why is good school attendance important?



Good school attendance gives your child the opportunity of success and helps develop skills for life. Your child should attend school every day unless there is an unavoidable cause such as illness.

Missing school damages a pupil's learning and grades and disrupts routines.

If your child attends school between 95% and 100%, they have the potential to achieve their best, educationally and socially.

10 days off per year = 94.7%

Whilst 90% attendance might sound good ...

- 90% = ½ day off each week per year
- 90% = 1 month off school per year
- 90% = 1 whole school year in career ... reducing continuity of education

## Why am I being sent this leaflet?

- This leaflet is being sent to all parents, so they are aware of the need for their child to attend regularly and on time to achieve their best. It is important parents promote regular school attendance, understand their responsibilities and the consequences of their child having absence from school.



## What should I do if my child is absent from school?

Telephone the school as early as possible on the first morning of each absence to give the reason. Ensure you follow the school's attendance policy with regard to your child's absence.

To inform the school of any absences, please use the following numbers:

Ruqaya: Call +971 50 628 6198 - All Transition, Explorer and AKTI students

Omar: Call +971 56 219 3236 - All Tiny Sparkles and Little Champion students.

Please give your full child's name and reason for their absence.

Ring on each day of the absence.

Make routine dentist and doctor appointments after school or during school holidays. If you have to make an appointment during school time, help your child to be at school for most of the day and let the school know about the appointment. Any absence due to illness would require a medical certificate to be presented to school.

You may be asked, in advance, for medical documents or an appointment card if your child is regularly absent due to illness or dental/medical appointments. If your child has an ongoing diagnosed illness you are advised to inform the school and keep copies of letters from health professionals and also appointment cards or prescriptions



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## Our Approach to Attendance

At Al Karamah School and Training Institute we have a 3 levelled approach to supporting parents with attendance:

### Level 1

A student at 90% or below attendance will be the trigger point for the class teacher to start examining a student's attendance. The class teacher will be in contact to find ways to improve attendance for that student recording this as part of our monitoring procedures.

### Level 2

A student at 83% or below attendance will be the trigger point for the senior teacher within the phase to make contact with the parent to discuss ways forward. This meeting will be recorded and followed up as part of our monitoring procedures. An attendance improvement plan will be put in place outlining agreed strategies between the parent and the school. This will be reviewed half termly.

### Level 3

A student at 75% or below attendance will already have an attendance improvement plan in place outlining strategies agreed between parent and the school. The Assistant Head of the phase is involved at this stage. If there is no improvement when reviewed then further action will be taken by the school.

## Can I get help if my child is not attending regularly?

Yes, from your child's school. It is very important that you speak with the school at the earliest opportunity if you have any worries at all about securing your child's attendance. Request a meeting with your child's class teachers or a member of senior management.

It is well documented that absence and school refusal is high amongst students with autism.

At Al Karamah School we address issues with student attendance in a highly personalized and individualized way- reflecting on reasons for absence and how we can alongside the parents find solutions to absence, involving our highly skilled therapy team alongside teachers.

## What if I want to go on holiday during term time?

Holidays in term time are not normally authorized except in exceptional circumstances. You must ask permission from the Principal and check the school policy.

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What should I do if my child is struggling to attend?



You must:

- Talk to your child - try to find out why.
- Meet with a member of school staff to discuss the situation and look for solutions.
- Try to understand what is happening for your child and help them resolve the problem.

Education is key to your child's future success so it is important to solve issues as quickly as possible.

## In closing

We hope this leaflet gives you all the information you need about your child's attendance at Al Karamah School.

We understand that there can be tricky times and so we offer our full support with any attendance issue.

If there are problems, we will do everything that we can to make attending school as simple as possible whilst ensuring your child is happy and reaches their full potential.



## Talk to us

If there are ever any problems, please do not hesitate to come and see us contact us below:

Karen Opondo Mbai karen.hughes@alkaramahschool.ae- Assistant Head (Little Champions & Tiny Sparkles phase)

Matthew Croasdell Matthew.Croasdell@alkaramahschool.ae- Senior Teacher (Transition & Explorers Phase)

Eman Yousef eman.yousef@alkaramahschool.ae- Assistant Head Arabic

Paul South paul.south@alkaramahschool.ae- Assistant Head AKTI

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