



# Attendance Guide for Parents and Carers at GEMS World Academy

Student-centred and personalised learning for every student, in a respectful environment so that all our students are safe, secure and successful.

## Key Information

- Excellent attendance has a direct impact on student progress and attainment
- Excellent attendance is a key responsibility and parents/carers should ensure that their child attends the Academy regularly and punctually. These are both key skills that your child will need throughout their lives
- Like other positive behaviours, excellent attendance is celebrated at GEMS World Academy

## What do I do if my child is ill?

Responding to illness within the family since the start of the Covid-19 pandemic is now more important than ever. If a student becomes ill, there are a number of actions which must be performed in order to keep your family and our community safe.

If your child develops:

- a new continuous cough
- a high temperature (37.5°C+)
- a loss of, or change in, your normal sense of taste or smell

You must perform the following actions:

Issue	Action requested of parents/carers	How we'll record it
Student has a high temperature (37.5°C+), is vomiting or has diarrhoea	<b>Keep the child at home.</b> Parents/carers can contact the Academy via Absent Excusal Form via iSAMS Parent portal or phone the Academy on <b>04-3736373</b> . If absence exceeds 2 days, parents must provide a medical certificate.	Mark the student as 'ill' which is an authorised absence
Student has been instructed not to come into school by a doctor (for example, immediately after an operation)	<b>Keep the child at home.</b> Parents/carers can contact the Academy via Absent Excusal Form via iSAMS Parent portal or phone the Academy on <b>04-3736373</b> . If absence exceeds 2 days, parents must provide a medical certificate.	Mark the student as 'ill' which is an authorised absence
Student is complaining of headache, stomach ache, back ache, period pains, etc	<b>Send the child into school.</b> If required, please give them a pain killer which you know is safe for them to take and send them in as normal. It is	They should be in school. If they're not, it'll be recorded as an unauthorised absence

	advisable to inform the Form Tutor to monitor them throughout the day	
Student has a sore throat or blocked up nose	<b>Send the child into school.</b> If required, please give them some cold and flu medicine and send them into school. Please also remember to give them tissues	They should be in school. If they're not, it'll be recorded as an unauthorised absence

There are school staff who are First Aid trained in addition to a full time doctor and 3 nurses based at our GWA clinic. In cases where a student is ill for a period of 2 or more days, parents must provide a medical certificate for the absences to be authorised. This must be provided to the Divisional Secretary office when the student returns to school.

### What do I do if my child has an appointment?

Please make any doctor or dentist appointments outside of normal school hours. If you do make an appointment of this type during school hours, we will not be able to authorise the absence without a medical certificate. Making appointments as late in the day as possible is preferable to early morning appointments.

We do understand that some appointments (such as hospital appointments) cannot be fitted around the school day. In the case of such an appointment, please show us the evidence of the appointment and we'll be able to authorise the time missed from school. Similarly, we will be able to let your child leave school with you to attend such an appointment, provided we have seen the evidence in advance.

### What happens if my child's attendance is poor?

We'll monitor students' attendance on a daily basis. If poor attendance becomes a concern, we'll be in touch to let you know that we're worried about it. Our approach to dealing with poor attendance gets increasingly severe if it doesn't start to improve:

Step number	Action
Step 1 (attendance is a cause for concern)	Your child's Form Tutor will contact you to let you know that we'll be monitoring your child's attendance for the next couple of weeks.

Step 2 (no significant improvements in two weeks)	Your child's Form Tutor will call you to let you know that they'll be put on an attendance report for a period of four weeks. The report will only be passed if the student is present and on time for at least 19 of the 20 days.
Step 3 (failed 4-week attendance report)	Your child's Form Tutor will arrange a meeting with you to let you know that the attendance report has not been passed. You'll also receive a letter from the Academy explaining the significance of persistent absence.
Step 4 (attendance has not improved within 4 weeks)	Your child's Grade Leader will call to let you know that attendance has not improved and that a further letter will be sent out. This letter will contain details of the KHDA requirements to pass the academic year.
Step 5 (attendance has not improved within 4 weeks)	Your child's Assistant Principal will meet with you to inform you that attendance has not improved. Students in Grade 11 and 12 will meet with the Head of Senior School and warned that failure to improve attendance could result in non entry into the Diploma programme.
Step 6	Aligning with KHDA regulations, if a student's attendance falls below 85% in the academic year, the school reserves the right to retain a student if the absences have affected their progress.

<b>UNSATISFACTORY</b>	<b>ACCEPTABLE</b>	<b>GOOD</b>	<b>OUTSTANDING</b>
Less than 92%	92 – 95 %	96 – 97%	98 -100%
14 days or more absent	9 – 14 days absent	5 – 8 days absent	4 days or less absent

### What about other types of absence?

We're aware that there can be other reasons for students being off school. The following table details how we deal with such situations.

Reason for Absence	Parental Responsibility	Sanction	Attendance Code
Student is likely to arrive late to the Academy after 8.28 am	Parent/carer must notify attendance before 8.30 am	After school Late detention (Students may be excused from late detention in exceptional circumstances)	K – Arrived at the Academy before registration closed

Student is likely to arrive late to the Academy after 8.28 am	Parent/carer must notify attendance before 8.30 am	After school late detention (Students may be excused from late detention in exceptional circumstances)	U – Arrived at the Academy after registration closed This will count as unauthorised absence for the whole of the morning
Student is ill and therefore will not be able to attend the Academy	Parent/carer must notify attendance before 8.00am each day of absence (The Academy can request parent/carer to provide medical evidence to support illness)	/	I – Illness (Student may be marked O/unauthorised absence if insufficient medical evidence is provided by parent/career)
Student has a medical or dental appointment, or needs to leave the Academy for a medical appointment	Parent/carer should avoid making appointments during Academy hours as this affects student attendance. Parent/carer must provide a medical note to attendance at least 5 working days before the appointment.	/	M – Medical or Dental appointments (Student will not be allowed to leave the Academy/ be marked O if a sufficient medical note has not been provided or provided late)
Student is going on holiday during term time	The Academy will not authorise any holiday during term time. Leave may be granted in exceptional circumstances such as <ul style="list-style-type: none"> <li>• Death of a close family member</li> <li>• If a member of the student's immediate family has a serious or life threatening illness</li> <li>• Where a family needs to spend time together to support each other during or after a crisis</li> </ul> <p>In such cases parent/carer must write to the Divisional</p>	A notice regarding cause for concern outlining possible	O – Unauthorised absence where parent/carer has failed to notify the Academy G – Unauthorised Holiday where parent/carer has notified the Academy and request has been denied or holiday is in excess of the period determined by the Academy H - in exceptional circumstances

	Principal at least 15 working days before the holiday for the Academy to consider the request on a case by case basis <b>If leave/holiday is granted, no more than 5 working days in any year will be authorised</b>		where holiday request has been approved by the Principal
Death or Illness of a family member	<b>If the leave request is approved it will only be granted for death/illness of a close family member for a maximum of 5 working days</b>	These will be considered on a case by case basis.	C – Leave of absence authorised by the Academy O - Unauthorised absence where leave has been denied or student is absent for more than 5 working days
Student has an interview at another school	Parent/carer and students should avoid making appointments during the school hours as this affects student attendance Where this is not possible request for leave may be granted in exceptional circumstances	A note of concern may be issued in cases where absence has not been authorised by the Academy	J - Interview absence authorised by the Academy O - Unauthorised absence where leave has been denied

### Why are there different attendance codes?

The government requires us to record student absence in particular ways. This is why you may see different letters and symbols on iSAMS. Here's an explanation of what they are:

Reason for Absence	Attendance Code
Student is likely to arrive late to school before 8.28am	K – Arrived in school before registration closed. This code records that the student was present in school, but was late.
Student is likely to arrive late to school after 8.28am	U – Arrived in school after registration closed. This code counts as an unauthorised absence from school for the whole of the morning

Student is ill and therefore will not be able to attend school	I – Illness This is an authorised absence. However, if further medical evidence is required but not provided, or if attendance is already below 90%, this can be marked as O (unauthorised absence)
Student has a medical or dental appointments or need to leave school for a medical appointment	M – Medical or Dental appointments This is an authorised absence. The code will only be applied if student shows a medical note and/or has had prior approval for the leave of absence
Student is going on holiday during term time	G – Unauthorised Absence where parent/carer has notified the school and request has been denied or holiday is in excess of the period determined by the school. The absence will be marked as O until the Academy receives notification H - in exceptional circumstances where holiday request has been approved by the school
Death or Illness of a family member	C – Leave of absence authorised by the school O – Unauthorised absence where leave has been denied or student is absent for more than 5 working days
Religious Observance	R – Religious Observance authorised by the school O – Unauthorised absence where leave has been denied or when the parent does not identify as that religion
Parent/carer would like child to go on study leave	S – Study leave authorised by the school for end of year exams O – Unauthorised absence where leave has been denied or student is absent for longer than what has been approved
Student has an interview at another school	J – Interview absence authorised by the school O – Unauthorised absence where leave has been denied

Further details about the way we manage attendance can be found in the Academy’s Attendance Policy which can be located on the GEMS World Academy website.