

# Attendance Policy for Students

Excellence, Diversity, Learning, Integrity,  
Community



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# Student Attendance Policy

## Rationale:

The Victoria International School Sharjah (VISS) values of Excellence, Diversity, Learning, Integrity, and Community mean students, parents and the schoolwork in partnership to foster high levels of student attendance and require that children enrolled at VISS are in full-time attendance at school.

## Aims:

- To maximise student learning opportunities and performance by ensuring that students attend VISS without unnecessary or extended absences
- To ensure students attend VISS on a daily basis and receive benefit from a continuous and sequential educational program
- To foster an ethos and work ethic that reflects the real world and the expectations relating to attendance and school completion
- To develop in the VISS community a culture that values all educational activities
- To make expectations of student attendance and completion of educational programs explicit

## VISS Student Attendance Process

At the Victoria International School Sharjah (VISS) we endeavour to build a community of learners who understand the importance of attendance and punctuality as this is an integral part of learning. Absence or lateness to any class is considered detrimental to student learning as it disrupts a child's progression and overall achievement.

## Students - ELC to Senior school

- Be at school no later than 8.15am every day
- be punctual and ensure they arrive at every class on time
- provide explanations on absence
- students must maintain high attendance
- when students are absent from school they must provide a parental note or medical certificate to their teacher or admin office **on the day of their return**
- an **explained absence** is one pertaining to health, welfare, medical, or legal reasons with a medical certificate or parent/guardian explanation
- an **unexplained absence** is where there is no parental note/Edmodo attendance response/parent phone call to explain the absence within the 3 school days time frame.

*Students who are late to school (**later than 8.15**) are to report to Administration for a late pass.*

*They must:*

- *Have a parent explanation to verify this is a valid reason*
- *report to the office as soon as they arrive at school*
- *obtain a late pass from the admin office*

Parents/Guardians have the responsibility to:

- ring/email/notify via Edmodo/note with explanation of student absence due to illness or other reasons
- ensure a medical certificate is provided to the school for serious illness
- communicate with the school and respond to attendance concerns.