



Attendance and Absence Policy

At Smart Vision School, learning activities are planned carefully and sequentially to meet student learning needs. Uninterrupted attendance ensures steady progress. Students with good attendance generally achieve higher levels of learning than those with poor attendance. It is a requirement that students attend school regularly as daily attendance is a factor for general academic progress.

1. The primary responsibility for good school attendance lies with parents or guardians. Parents or guardians are held legally responsible for their child's attendance.
2. Students are required to attend school unless there is a good reason for absence.
3. Students must bring a written excuse stating the reasons for absence, the day of return to school.
4. Absences may be excused for such reasons as illness and exceptional family circumstances.
5. The school should be informed if a student is to be absent as soon as possible, usually by telephone; the reason for the child's absence should be clarified.
6. Students are not to come to school when they are sick. In case of extended illness, the school requires a doctor's certificate (3 or more consecutive days absence)
7. The school must be informed of extended absences or emergencies during the school year. Parents are responsible to notify the school preferably one (1) week in advance, via the absence email (absence@svschool.ae).
8. The teacher may assign work for the period of time the student is absent from school. It is the parent's and child's responsibility to ensure the work is completed and returned to school.

Unexcused Absence

1. Oversleeping
2. Going on trips without pre-approval from the school's administration.
3. Early leave or late returns during holidays
4. "Doesn't feel like going to school"

Tardiness

Repeated lateness is recorded in the class register in the Primary School if a student arrives after 7:50AM. Students who arrive late disrupt the teacher, fellow students, and the general learning environment. Front Entrance gates will close at 7:50 and all latecomers must enter through and check in with Reception. Daily attendance is completed by 8:00 AM and children not in class will be marked absent by the teacher. If arriving late, students must check in at reception whereby they will be issued with a 'Late Slip' and their 'absent' status will be changed to 'late'. Teachers will not accept students after 8:00 AM without late slip.

Tardiness to Class



Parents of students with ongoing pattern of tardiness to class (after 3 times a week) will receive a letter of warning requesting the issue be addressed immediately. Should this persist, a second letter will be sent to parents and from that day onwards, 1 day of official absence will be recorded on the student's report for every 5 lates.

Permission to Leave School

Parents should not go directly to the classroom to make contact with the child during school hours. Teachers are instructed not to release students without an "Early Exit Slip" issued by reception. Security will not allow a student to exit the school prior to end of day without a signed and stamped Early Exit slip.

Prolonged/Excessive Absences

Prolonged or excessive absences from school without prior approval may result in a disciplinary response from Administration.

Our target is to achieve 98% attendance that is rated as outstanding by the KHDA, who emphasise that attendance is the key to successful schooling and high attainment.

Pick up / Collection from school

Parents are responsible for collecting their children from school on time. The school does not offer after school care facility for primary students. The school does not offer after school care for Foundation students beyond 2:30PM.

EYFS: The school day ends at 01:00pm and children are to be collected no later than 01:10pm. Children who are not collected by 01:15pm will be contacted by the supervising teacher or receptionist.

Afternoon Day-care: Children who are in paid afternoon day-care are to be collected promptly by 02:30pm. Children who are not collected by 02:45pm will be contacted by the supervising teacher or receptionist.

Children who are still not collected by 02:45pm will be moved to a supervised class in the primary department on the ground floor.

Primary: The school day ends for Primary children at 02:30pm. Children who are not collected by 02:50 pm will be contacted by the supervising teacher or receptionist.

ECA's: Extra Curricular Activities run from 02:30pm – 03:20pm on Mondays & Wednesdays. Children are to be collected at 03:20pm. Any child who is not collected by 03:35pm will be contacted by the supervising teacher or receptionist. Children who have still not been collected by 03:35pm will be supervised in the main school reception.

The school understands that occasionally unavoidable situations necessitate a slightly later collection however, regular late collection of students will result in official notification of breach of Parent Contract on student's official file.