

POLICY ON ATTENDANCE DURING REMOTE LEARNING

INTRODUCED: March, 2020	NEXT REVIEW: September 2020
IMPLEMENTED BY: Principal	

PURPOSE:

The purpose of the student Attendance and Participation during Distance Learning is to provide Guidelines for school management, teachers, parents and students to ensure they are well informed of the policies that address the attendance and participation of students in a distance learning setting.

POLICY FRAMEWORK:

- The school will systematically monitor and follow up on student attendance and participation to ensure both student presence and engagement.
- The attendance will be marked by the teachers for every period and the attendance is updated on the school portal at the end of the day.
- As per the U.A.E. law a student may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year .
- The school provides alternative education program like pre-recorded classes on learning management system to students where attendance or participation is of concern due to connectivity.
- The school will provide additional support to the students with special educational needs.
- If a student will not be able to participate in any learning activities that day, a parent can email the student's teacher. The absence will be considered excused.
- The students will be marked present if he/she does not attend the online classes but has taken prior permission to assess the school's prerecorded sessions only.
- In case the student is absent for consecutive two days without intimation, then the teacher will give a call to the parents

Roles and responsibilities of stakeholders:

School Administration:

- The senior management team and staff will ensure that a weekly review of student attendance and participation during distance learning is conducted to monitor patterns at an individual level and determine the appropriate course of intervention required.
- The senior management team will ensure that students with additional needs will be supported by the school. Contact with parents and the student will be maintained in a distance learning environment.
- The senior management team, as part of quality assurance measures, will monitor lessons for student participation on an impromptu and unannounced basis.
- The senior management team and IT team will use the school's learning management system to perform regular reviews of student participation in learning activities and coursework submissions to identify students that need support regarding their active participation.

Teacher

- The teacher should ensure that school records for registering student attendance and participation are accurately recorded using the school's official processes.
- Teachers should ensure that if student attendance and participation falls below the acceptable standards that additional support is provided for the student.
- Teachers should contact parent/s of students whose attendance and participation is of concern and invite, through a virtual meeting, to discuss possible solutions.
- Teachers are expected to monitor student submission of assignments through the school's learning management system to ensure active participation and that students are meeting the expected due dates.
- Teachers are expected to follow up with students who are regularly failing to: participate in learning activities; submit assignments; complete class activities; and/or meet due dates. Teachers can follow up with parent/s to ensure that they have a full understanding of the situation and are able to follow up accordingly.
- Teachers are responsible for documenting student achievement regarding the submissions of tests, student participation in interactive sessions, presentation of coursework or projects, and posting by a student in a discussion forum through the school's learning management system.

Student

- Students are expected to use the school's learning management system and be prompt for the start of each session with the teacher.
- Students are expected to participate in their distance classes regularly by completing activities such as, but not limited to, submitting assignments, completing worksheets, evidence of tasks, engaging in discussion boards and attending distance tutorials.
- Students are expected to take responsibility for their attendance and participation in a distance learning setting and will be made fully aware of the school policy, procedures, and expectations.

Parents

- Parents will be expected to take responsibility for the attendance and participation of their child/children for distance learning.
- Parents should make themselves aware of their child/children's timetable for the day/week and ensure that they are following the schedule.
- Parents are responsible for informing the class teacher if their child/children is/are ill and not able to register and participate in the day's learning activities at the earliest possible opportunity.
- Parents may be required to provide supervisory support during assessments, in particular for a younger Cycle 1 student.
- Parents should ensure that their child/children are able to access all work via the school's platform and systems, or other assigned learning resources.
 - Parents should raise any concerns regarding their child/children not being able to participate in learning activities to the class teacher at the earliest possible time.

Principal's Approval	
Date:	March, 2020