

2020-2021

COVID-19 regulations and Students' attendance

Quick reference

Re-centre our thoughts, our priorities, our safety, our students' safety, our teaching, and our students' attendance





wikiHow

Student Attendance, the key to successful attainment and progress

Students' attendance as per ADEK's approved calendar

All K-5 students will return and attend school as per our school's published academic calendar for 2020/2021 sent to all parents.

Teaching models, attendance and parents' decision making

As required by ADEK, the school will inform ADEK of the school's preferred teaching model for teaching and learning. Parents have the option within the first two weeks of the term to decide whether they prefer complete distance learning or face-to-face teaching and learning.

In addition, students may be exempted from returning to school if their parents have age or COVID-19 health-specific issues or when announced by ADEK that the school will turn to complete lockdown or temporary closure.

In case of a lockdown or temporary closure, all students (K-10) must attend all classes **remotely via distance learning until further notice from ADEK and the school's management.**

In case of a full-lock down, students will be taught virtually by all teachers.

In case of age or COVID-19 health-specific issues, the parents must inform the school nurse and provide evidence of the specific circumstances.

Students of Determination (POD)

Where Students of Determination follow a distance learning mode due to their increased vulnerability or the inability of the school to provide the appropriate measures to ensure their safety during COVID-19, they will be provided with total distance learning and all learning materials to enable their academic progress. Class teachers will record POD students' attendance on Orison and eSIS.

Teachers will, at all times, ensure that students will be provided with support to access their learning or the educational platform (Google Classroom) when having a reported absence due to illness or COVID-19 related cases. Students' learning will **be appropriately differentiated according to the needs and levels of all students.**

Attendance monitoring

The attendance of all students (K-10) will be monitored and recorded on the school’s LMS system “Orison”, which is directly linked to ADEK’s eSIS .

Attendance in all grades KG to Grade 10 is mandatory during all learning modes (face-to-face or total distance learning).

A student is recorded absent on Orison if they fail to attend face-to-face or total distance classes.

Attendance is the key to successful progress and attainment. Students’ termly report cards and mid-term reflections will reveal their recorded absence calculated by the Orison and ADEK eSIS SYSTEM.

Parents in all grades are requested to ensure that their children will attend all classes and submit all assessments, projects and activities as per the requirements set out by their class or subject teachers.

The school follows the IRTIQAA assessment criteria with the following categories for students’ attendance: **(Document: United Arab Emirates Irtiqaa School Inspection Framework p. 36)**

Attendance and punctuality (indicated on report cards)

Outstanding	Good	Acceptable	Weak	Very Weak
Attendance and punctuality is at least 98% .	Attendance is at least 96% .	Attendance is at least 94% .	Attendance is at least 92% .	Attendance is less than 90% .

Students’ body temperature readings

All students’ body temperature readings will be completed twice a day and recorded on Orison (once the class is dismissed). The school nurse will inform parents of children at risk with the high-temperature reading. Parents are requested to collect their children from the school and take them to the nearest hospital for a medical examination.

The school management will authorize for the following confirmed reasons:

- **Illness /COVID-19 testing /or positive COVID-19 test results**
- **Death of a first- or second-degree family member**
- **Scheduled doctor’s appointment**
- **Official community task**
- **Mandatory appearance before an official body**
 - Essential urgent family travel for matters such as medical treatment or the death of a family member.
 - [The school principal is the only person authorized to approve the above mentioned.](#)
 - [Parents need to complete and sign a request form available from the reception desk at the school.](#)

- In case of a request for a more extended period of absence for medical reasons, parents must provide the school administration with the relevant official documents to attest for the entire duration of the absence.
 - The school will communicate with all parents following an unauthorized absence or a cumulative absence rate of 2 days or more.
 - Extended absence without a valid medical reason will not be accepted.
 - Teachers and the school administration will collect and maintain accurate attendance records for all students.
 - Parents must notify the school in advance of any planned absences and submit the required documentation or medical certificate.
 - An exemption will be granted for any Student of Determination (POD), and the school will meet with the parents and **provide clear and comprehensive educational provision (IDPs and IEPs) to ensure their ongoing academic, social, and emotional progress during Distance Learning.**
 - Decisions made by the school's leadership will include the needs of all students and will consist of the needs of Students of Determination (POD).
- **Medical certificates and quarantine clearances are required for all students when they return to the school premises, following a period of physical absence or when tested positive for COVID-19. In case of any medical emergency or COVID-19 related cases, please report to our school nurse Ms. Jay-Ann at 052 738 2709.**