



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# **DISTANCE LEARNING ATTENDANCE POLICY**

**Implemented : April 2020**

**Reviewed : May 2021**

**Next Review : May 2022**

**Compiled by: SLT &SMT**

**Approved by: Ms. Asma Gilani, Principal & CEO**

## **Overview**

Attendance in distance learning is as critical as it is for typical, in-school learning. We will be tracking attendance each day as we would during a typical year. This is a state requirement but is also important to create the predictable, consistent learning environment that students thrive in. We know that there may be extenuating circumstances at times related to the ongoing health situation and the very real challenges it presents. We will do our best to support families and students so that regular attendance is possible and supportive of learning.

The distance learning attendance Guidelines below will be reviewed regularly to ensure that it is an accurate reflection of current practice within our school and also to ensure that it is in line with the UAE inspection framework and takes into consideration current international research on best practice for e-learning.

Student attendance during distance learning is defined as active participation in all required classes.

## **Aims & Objectives**

Through the distance learning attendance guidelines, we aim to ensure:

- The importance of attendance is key during Distance Learning.
- Regular attendance during lessons will be reflected in grade levels of attainment and achievement.
- Parents, guardians and students support the school in maintaining regular online attendance
- Attendance is regularly monitored for the safety and security of students online

## **Attendance taken during e-learning**

Attendance is required every day, in all classes. We will track absences, tardiness, and early dismissals, just as we would during a typical school year.

### **Monitoring:**

- Class teachers mark attendance during the Class teacher Period in Phoenix
- We keep track of attendance of students during the entire day by maintaining a Class attendance record where each period teachers enter the attendance details.
- Class teacher verifies the attendance at the end of the day.
- Parents will be informed by the class teacher regarding absence from any period.
- An email from the supervisor will be sent to the parent of the student who is persistently absent from online classes or if the student is absent for 2 consecutive days without any information to the teacher.

## **Roles & Responsibilities of stakeholders**

### **Responsibilities of Parents**

- Ensure that their child is regular for the online lessons.
- To check the distance learning time-table and make sure that the child logs in on time.
- Inform teachers on the first day of absence via email.
- Scan and send document/s required for authorised leave like medical leave to the supervisor.

### **Responsibilities of the Teacher**

- Ensure that all students are registered accurately.
- Ensure students that have submitted assignments later in the day or week are marked as present
- Communicate with the IT dept. if any student is missing out lessons due to technical or login issues.
- Promote and reward good attendance through positive reinforcement.
- Positively motivate students virtually about being punctual and regular to classes.

### **Responsibility of Supervisor**

- Monitor that attendance of all classes is being recorded and documented.
- Report to Head of section if a student is absent for more than 5 consecutive days.
- Communicate with parents in case of unauthorised absence.
- Keep a record of documents being submitted by parents in regard to absence.

### **Responsibilities of the Head of Section**

- Ensure the Attendance Policy is consistently applied.
- Ensure that attendance is both recorded accurately and analysed regularly.
- Communicate any concerns or underlying problems that may account for a student's absence and to monitor any safeguarding issues.
- To plan support for student absence due to long term illnesses or with emotional problems (stress/anxiety). Contact with parents and student to be maintained.

### **Responsibilities of students**

- To take ownership of their learning during the distance learning period and attend class every day unless they are ill or have an authorised absence.
- Follow the time table shared and login for lessons on time.