مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

DISTANCE LEARNING ATTENDANCE POLICY

Implemented : April 2020

Reviewed : May 2026

Next Review : May 2027

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 school year. This is a state requirement and is also essential in creating a predictable and consistent learning environment in which students thrive.

We recognise that there may be extenuating circumstances related to health or other challenges. The school will work closely with families to ensure that regular attendance remains achievable and supportive of learning.

The Distance Learning Attendance Guidelines outlined below will be reviewed regularly to ensure they reflect current school practice, align with the UAE inspection framework, and take into consideration international best practices in e-learning.

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

Aims & Objectives

Through the Distance Learning Attendance Policy, we aim to ensure that:

- The importance of attendance is emphasised during distance learning
- Regular attendance positively impacts students' attainment and achievement
- Parents, guardians, and students support the school in maintaining regular online attendance
- Attendance is monitored consistently to support student safety, wellbeing, and online safeguarding

Definition of Active Participation

A student will be marked present during distance learning only when they demonstrate **active participation**, which includes:

- Logging into the online lesson on time
- Remaining present for the full duration of the lesson
- Engaging with the teacher through verbal responses, chat interactions, polls, or assigned tasks
- Participating appropriately in lesson activities

Students who log in but do not participate meaningfully may be marked **late or absent** at the teacher's discretion.

Attendance During Distance Learning

Attendance is required every school day and for **all scheduled lessons**. The school will track:

- Absences
- Late arrivals
- Early logouts

in the same way as during face-to-face learning.

Late Login & Early Logout

- Students joining a lesson **after the first 10 minutes** will be marked late
- Students leaving lessons early without prior permission will be recorded accordingly
- Repeated instances will be communicated to parents and monitored by the supervisor

Attendance Monitoring Procedures

- Subject teachers mark attendance during each lesson
- Attendance for every period is recorded by the respective subject teacher
- Parents are informed by the class teacher if a student is absent from any lesson
- A supervisor email will be sent if:
    - A student is absent for **two consecutive days without information**, or
    - A student shows a pattern of persistent non-attendance

Technical Difficulties

- Parents must inform the class teacher **on the same day** if a student is unable to attend due to technical issues
- In some cases, brief written confirmation or screenshots may be requested
- Teachers will coordinate with the IT Department -helpdesk_oos@gemsedu.com where repeated technical difficulties occur
- Unresolved or prolonged technical absence will be escalated to the Supervisor and Head of Section

Safeguarding During Distance Learning

Attendance monitoring during online learning also serves a **safeguarding purpose**.
Unexplained or prolonged absence may trigger welfare checks in line with the school's Safeguarding Policy.
Any attendance-related concerns will be reported to the Designated Safeguarding Lead (DSL) for appropriate follow-up.

Escalation Procedure for Non-Attendance

- **Day 1:** Class teacher informs parent
- **Day 2 (consecutive, unexplained):** Supervisor email to parent
- **3–5 consecutive days:** Escalation to Head of Section
- **More than 5 consecutive days:** Safeguarding and formal intervention as per school policy

Roles & Responsibilities

Responsibilities of Parents

- Ensure that their child attends online lessons regularly
- Check the distance learning timetable and ensure timely login
- Inform teachers **on the first day of absence** via email
- Scan and submit supporting documents for authorised leave (e.g. medical certificates) to the supervisor

Responsibilities of Teachers

- Ensure all students are registered and attendance is recorded accurately
- Mark students present if assignments or learning evidence are submitted later the same day where applicable
- Communicate with the IT Department if students experience login or access issues
- Positively motivate and encourage punctuality and regular attendance
- Promote and reward good attendance through positive reinforcement

Responsibilities of the Supervisor

- Monitor that attendance is recorded consistently across all classes
- Communicate with parents regarding unauthorised absence
- Maintain records of absence-related documentation submitted by parents
- Report to the Head of Section if a student is absent for **more than five consecutive days**

Responsibilities of the Head of Section

- Ensure the Attendance Policy is applied consistently
- Monitor, analyse, and review attendance data regularly
- Identify any underlying concerns contributing to absence, including safeguarding issues
- Plan and coordinate support for students with long-term illness, emotional concerns, or anxiety
- Maintain ongoing communication with parents and students

Responsibilities of Students

- Take ownership of their learning during distance learning
- Attend all scheduled lessons unless unwell or authorised to be absent
- Log in on time according to the timetable
- Keep devices charged, materials ready, and follow classroom expectations
- Inform teachers in advance where possible if unable to attend

Data Recording & Review

Attendance data from distance learning will be reviewed periodically to identify trends, patterns, and areas requiring intervention. This analysis will inform school self-evaluation processes and support compliance with UAE inspection requirements.