

## 7. Student Code of Conduct & Attendance

### Code of Conduct

#### Aims

At Wales International School, we aim to:

- Be fully committed to learning
- Aim for achievement at their highest possible level
- Experience and celebrate success
- Have positive relationships based on mutual respect

#### Cross reference

- This policy follows ADEC Policy 50 of The Private Schools Policy and Guidance Manual.
- This policy corresponds to Article (55) of the Organising Regulations.
- Wales International School Behaviour Policy
- Wales International Rewards and Sanctions Policy
- Wales International School Lateness Procedure
- Wales International School Unexcused absence Procedure

#### Whole-School Approach to Incentivising Positive Behaviour

Our aim to build a positive climate of relationships amongst students, staff and parents is realised by the way in which we carry out our tasks and create opportunities to be a community. We build a positive ethos in some of the following ways:

- School Assemblies which celebrate students' achievements
- Star of the Week
- Student Council/Circle Times to discuss pertinent student issues
- Leadership roles such as leading the "F1 in Schools" Team, House Captains
- House Team points won every day through each student's effort, achievement and capacity to build community
- Class reward systems
- Quality extra-curricular activities
- Contacting parents to report good behaviours about individual students.
- Community events, such as National Day; World Book Day etc

All of the above activities engender mutual trust, mutual respect and co-operation amongst students, staff and parents which makes for a strong basis of security and belongingness.

#### Procedure

It is the responsibility of every member of staff to be familiar with and adhere to Wales International School's policies, as part of the expected duties as a member of staff. We strive to ensure that behaviour is of the highest standard at all times and that if any issues

or incidents do occur, sanctions are carried out, with reference to the behaviour pathway and rewards/sanctions policy.

All students are expected to behave appropriately at all times, whether inside or outside the classroom (or school, during visits or events). They are expected to uphold the values of the School.

### **Values**

- Respect
- Honesty
- Compassion

### **Expectations for students (in the classroom):**

- Line up outside the classroom
- Enter all rooms quietly and take your seat
- Stay seated unless otherwise instructed
- Work hard and focus fully on tasks set
- Raise your hand for any query or request
- Do not participate in the disruption of other students
- Only pack away at the end of the lesson when you are requested to do so
- Leave the room quietly

### **Expectations for student (in school but outside the classroom):**

- Traverse quietly and sensibly around corridors and open areas
- Only eat and drink in the appropriate areas
- Walk in an appropriate manner at all times

### **Expectations for students (visits and events):**

- Adhere to the bus transportation policy if travelling
- Listen and follow all instructions carefully
- Be sensible and calm at all times
- Do not go anywhere alone
- Remember you are a representative of our school and your behaviour should reflect this

If students do not follow the above expectations, it is the responsibility of their teacher to deal with any issue by following the steps/procedure for incidents and issues as described by the School Behaviour Policy.

## **Attendance**

### **Aims**

- Encourage students to attend school regularly and punctually
- Share the promotion of school attendance amongst all in the school community
- Identify students who may be at risk of developing school attendance problems
- Ensure that the school has procedures in place to promote attendance/punctuality
- Communicate with families of children who do not attend regularly
- Identify and remove, insofar as is practicable, obstacles to school attendance

### **Cross reference**

- This policy follows ADEC Policy 54 of The Private Schools Policy and Guidance Manual.
- This policy corresponds to Article (47) of the Organising Regulations.

### **Procedure**

We expect that all students will:

- Attend school regularly and with no unauthorised absence
- Arrive on time, appropriately dressed in school uniform and equipped for the school day

We expect that all parents and carers will:

- Encourage their child to attend school every day and on time
- Ensure they notify the School before 08.30am whenever their child cannot attend school
- Ensure that their children arrive in school in appropriate school uniform and equipped for the school day
- Provide the school with up to date contact details including home, work and emergency telephone numbers
- Not arrange medical appointments within the school day
- Not arrange family holidays within term time
- Inform the school in confidence about any problem which may affect their child's attendance or behaviour
- Attend meetings at the school when attendance and punctuality become a concern

Parents can expect that the school will:

- Promote the importance of school attendance throughout the school
- Accurately and efficiently register their child's attendance by session via the Orison electronic registration
- Contact the parent when the child fails to attend school
- Deal discretely and appropriately with any problem notified to the school by the parent

- Comply with ADEC regulations to regularly report on matters regarding student absence and punctuality

### Promoting good attendance

Wales International School will use Orison electronic registration to register in the morning and afternoon sessions and for individual specialist lessons.

We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each day, this is visually recorded for all children in the classroom and they take an active part in the attendance process
- An SMS is sent to all parents if their child is not in school within 30 minutes of registration time closing each morning.
- Following up absence on the first day; a first day absence telephone call will be made if a student is absent without authorisation; if there is no contact then an email will be sent home requesting authorisation. (Appendix 1)
- Recording attendance (including authorised and unauthorised absence) on students' reports
- Contacting parents to discuss when attendance and punctuality are a concern
- Transfer unsatisfactory attendance information to student files
- Improve poor attendance
- Maintain a register of daily attendance that includes the following information for each student:
  - daily attendance, which may be recorded by noting daily absences with reasons for absence
  - documentation to substantiate reason for absence.
- Care will be taken to assure students that it is better if they stay home if they have an infectious disease.
- Attendance and punctuality rules will be incorporated into the handbooks along with other student behaviour/discipline policies.
- All absences must be covered by a note from a student's parents. Where a note is not presented, the school will contact the parents to have them submit a note the next day.
- If attendance issues interfere with student performance, parents will be notified, and there will be consultation with teachers, parents, and the student to develop a plan on his/her Individual Education Plan (IEP) to improve the situation.
- The system will be programmed to inform administrators at certain levels of a particular student's lateness or absences.
- Collecting data on attendance for the whole school and by year group and making this available to governors and parents on request
- Retain attendance records for a minimum period of five years before archiving
- Retain the register of daily attendances for a period of seven years after the last entry is made.
- 100% attendance is celebrated with students and they are presented with certificates, their names are also displayed on our 100% attendance board.

### **Punctuality**

Registration commences at 8.00am with the collective singing of the UAE national anthem and every student is expected to be present.

Access from the parking lot to the school building opens at 07.15am. The two side entrances are manned by security guards until 8.00am when the gates are then locked. Parents and carers are not permitted access to the school building through this route at any time. From 8:00am students arriving late and their parents must enter the building through the school reception area.

Class teachers monitor lateness in the class through lesson registers. The class teacher records lateness in the student planner.

Lateness will be treated in a manner similar to other minor discipline issues. A student will be warned, then asked to make a commitment to improve, then make a commitment along with parents (including IEPs), and finally result in an in-school suspension if the behaviour becomes chronic. As with other student behaviour issues, students will be recognised for good attendance and punctuality.

If the student is persistently late, letters will be sent home to parents from the Principal. Parents will be encouraged to help improve this and invited into school to discuss matters (Appendix 2). Under the Executive Council Resolution, the School is obliged to send periodic reports on student attendance and punctuality issues to ADEC.

### Types of Student Absence

The School differentiates two types of absence: authorised absence and unauthorised absence of a student.

Authorised absence refers to acceptable reasons for non-attendance at school. These include:

- sickness a medical certificate is required for each day of absence and it is to be presented to the class teacher, or form tutor, on the return to school
- bereavement
- family emergency

Unauthorised absence refers to unacceptable reasons for non-attendance at school. These include and are not limited to:

- travel to relatives during school hours and/ or term time
- travelling on holiday during school hours and/ or term time
- shopping trips during school hours and/ or term time
- non-emergency medical and dental appointments during school hours and/ or term time
- no acceptable reason given

**Review date: August 2017**

## Appendix 1: Unauthorised Absence Procedure

INTERVENTIONS (for <u>unexcused</u> absence from school) التدخلات (الغياب بدون عذر)		Staff Responsible الموظفين المسؤولين	Classification – Absence from school التصنيف – الغياب عن المدرسة		
			LOW (more than 1 but less than 6 times absent per month) <u>متدني</u> (أكثر من 1 ولكن أقل من 6 مرات غياب في الشهر)	MEDIUM (more than 5 but less than 10 times absent per month) <u>متوسط</u> (أكثر من 5 ولكن أقل من 10 مرات غياب في الشهر)	HIGH (more than 9 times absent per month) <u>مرتفع</u> (أكثر من 9 مرات غياب في الشهر)
1	Record in attendance register. تسجيل الاسم في سجل الحضور	Social Worker الاجتماعي			
2	Record in attendance register + Verbal warning to the student. تسجيل الاسم في سجل الحضور + اذار شفوي	Social Worker الاجتماعي			
3	Record in attendance register. Written warning to the student – Letter 1 + SMS to parents. تسجيل الاسم في سجل الحضور اذار كتابي أول للطالب النموذج (1) + رسالة نصية لولي الأمر	Social Worker الاجتماعي			
4	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الأمر	Social Worker الاجتماعي			
5	Record in attendance register. Verbal warning to the student - Letter calling parents into the school - Letter 2 تسجيل الاسم في سجل الحضور اذار شفوي للطالب النموذج (2) + رسالة استدعاء لولي الأمر	Social Worker الاجتماعي			
6	Record in attendance register. FIRST OFFICIAL WARNING – Letter 3 – parents to sign and return. تسجيل الاسم في سجل الحضور الإنذار الرسمي الأول النموذج (3) على ولي الأمر التوقيع عليه وإعادته للمدرسة	Social Worker الاجتماعي			

INTERVENTIONS (for <u>unexcused</u> absence from school) التدخلات (الغياب بدون عذر)		Staff Responsible الموظفين المسؤولين	Classification – Absence from school التصنيف – الغياب عن المدرسة		
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7	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر	Social Worker الاحصائي الاجتماعي			
8	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر	Social Worker الاحصائي الاجتماعي			
9	Record in attendance register. SECOND OFFICIAL WARNING – Letter 4a – parents to sign and return. The student is referred to the Social Worker – Letter 4b تسجيل الاسم في سجل الحضور الإنذار الرسمي الثاني النموذج (4 أ) على ولي الأمر التوقيع عليه وإعادته + إرسال الطالب للاختصاصي الاجتماعي النموذج (4 ب)	Social Worker الاحصائي الاجتماعي			
10	Record in attendance register + SMS to parents <b>IF THE 10 DAYS ARE CONSECUTIVE, THE STUDENT WILL BE SUSPENDED FROM SCHOOL FOR (3) DAYS.</b> تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر <b>في حال كانت الأيام (10) متتالية سيتم فصل الطالب لمدة (ثلاث) أيام</b>	Social Worker الاحصائي الاجتماعي + Principal المدير			
11	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر	Social Worker الاحصائي الاجتماعي			
12	Record in attendance register. THIRD & FINAL OFFICIAL WARNING - Letter 5 - parents to sign & return تسجيل الاسم في سجل الحضور + الإنذار الرسمي الثالث النموذج (5) على ولي الأمر التوقيع عليه وإعادته	Social Worker الاحصائي الاجتماعي			

INTERVENTIONS (for <u>unexcused</u> absence from school) <b>التدخلات (الغياب بدون عذر)</b>		Staff Responsible الموظفين المسؤولين	Classification – Absence from school التصنيف – الغياب عن المدرسة		
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13	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر	Social Worker الاحصائي الاجتماعي			
14	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر	Social Worker الاحصائي الاجتماعي			
15	Record in attendance register Letter calling parents into the school. <b><u>THE STUDENT WILL BE SUSPENDED FROM SCHOOL FOR 1 DAY.</u></b> تسجيل الاسم في سجل الحضور رسالة استدعاء لولي الامر <b><u>سيتم فصل الطالب لمدة (ثلاث) أيام من المدرسة.</u></b>	Social Worker الاحصائي الاجتماعي + Principal المدير			
	Further absence may result in a referral to ADEC and permanent exclusion from the school. المزيد من الغياب قد يؤدي إلى الإحالة إلى مجلس أبوظبي للتعليم والاستبعاد الدائم من المدرسة.	Principal المدير			
All students are to arrive at school before 07:50 – students arriving after this time are considered absent. على جميع الطلاب التواجد في المدرسة قبل الساعة 07:50 – عند وصول الطلاب للمدرسة بعد الوقت المحدد سيتم احتسابهم متأخرين.		As per ADEC regulations – “Parents will make every effort to ensure that their child attends school every day and arrives on time”. وفقا للوائح مجلس أبوظبي للتعليم - " سوف يبذل أولياء الأمور كل الجهد الممكن لضمان ذهاب الطالب للمدرسة كل يوم ووصوله بالوقت المحدد".			



## Appendix 2: Punctuality Procedure

INTERVENTIONS (for <u>unexcused</u> late arrival) التدخلات (للتأخير بدون عذر)		Staff Responsible الموظفين المسؤولين	Classification – late to school التصنيف – التأخير عن المدرسة		
			LOW (more than 1 but less than 6 times late per month) <b>متدني</b> (أكثر من 1 ولكن أقل من 6 مرات تأخير في الشهر)	MEDIUM (more than 5 but less than 10 times late per month) <b>متوسط</b> (أكثر من 5 ولكن أقل من 10 مرات تأخير في الشهر)	HIGH (more than 9 times late per month) <b>مرتفع</b> (أكثر من 9 مرات تأخير في الشهر)
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3	Record in attendance register. Written warning to the student – Letter 1 + SMS to parents. تسجيل الاسم في سجل الحضور اذار كتابي أول للطالب النموذج (1) + رسالة نصية لولي الأمر	Social Worker الاجتماعي			
4	Record in attendance register + SMS to parents تسجيل الاسم في سجل الحضور + رسالة نصية لولي الأمر	Social Worker الاجتماعي			
5	Record in attendance register. Verbal warning to the student – Letter calling parents into the school - Letter 2 تسجيل الاسم في سجل الحضور اذار شفوي للطالب النموذج (2) + رسالة استدعاء لولي الأمر	Social Worker الاجتماعي			
6	Record in attendance register. FIRST OFFICIAL WARNING – Letter 3 – parents to sign and return. تسجيل الاسم في سجل الحضور الإنذار الرسمي الأول النموذج (3) على ولي الأمر التوقيع عليه وإعادته للمدرسة	Social Worker الاجتماعي			

INTERVENTIONS (for <u>unexcused</u> late arrival) التدخلات (للتأخير بدون عذر)		Staff Responsible الموظفين المسؤولين	Classification – late to school التصنيف – التأخير عن المدرسة		
			LOW (more than 1 but less than 6 times late per month) <u>متدني</u> (أكثر من 1 ولكن أقل من 6 مرات تأخير في الشهر)	MEDIUM (more than 5 but less than 10 times late per month) <u>متوسط</u> (أكثر من 5 ولكن أقل من 10 مرات تأخير في الشهر)	HIGH (more than 9 times late per month) <u>مرتفع</u> (أكثر من 9 مرات تأخير في الشهر)
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10	Record in attendance register + SMS to parents <u>IF THE 10 DAYS ARE CONSECUTIVE, THE STUDENT WILL BE SUSPENDED FROM SCHOOL FOR 1 DAY.</u> تسجيل الاسم في سجل الحضور + رسالة نصية لولي الامر <u>في حال كانت الأيام (10) متتالية سيتم فصل الطالب لمدة يوم واحد</u>	Social Worker الاجتماعي + Principal المدير			
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12	Record in attendance register. THIRD & FINAL OFFICIAL WARNING -Letter 5 -parents to sign & return	Social Worker الاجتماعي			

INTERVENTIONS (for <u>unexcused</u> late arrival) التدخلات (للتأخير بدون عذر)		Staff Responsible الموظفين المسؤولين	Classification – late to school التصنيف – التأخير عن المدرسة		
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	تسجيل الاسم في سجل الحضور + الإنذار الرسمي الثالث النموذج (5) على ولي الأمر التوقيع عليه وإعادته				
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	Further lateness may result in a referral to ADEC and permanent exclusion from the school. المزيد من تأخير قد يؤدي إلى الإحالة إلى مجلس أبوظبي للتعليم والاستبعاد الدائم من المدرسة.	Principal المدير			
All students are to arrive at school before 07:50 – students arriving after this time are considered late. Students, who are on buses that are held up in traffic, will not be considered to be late. على جميع الطلاب التواجد في المدرسة قبل الساعة 07:50 – عند وصول الطلاب للمدرسة بعد الوقت المحدد سيتم احتسابهم متأخرين. في حال تأخر طلاب الحافلة بسبب الازدحام لن يتم احتسابهم متأخرين.		As per ADEC regulations – “Parents will make every effort to ensure that their child attends school every day and arrives on time”. وفقا للوائح مجلس أبوظبي للتعليم - " سوف يبذل أولياء الأمور كل الجهد الممكن لضمان ذهاب الطالب للمدرسة كل يوم ووصوله بالوقت المحدد".			

