Addendum – Attendance Policy

Addendum to the Attendance Policy considering the COVID-19 Pandemic

This addendum provides additional information in respect of how the current Attendance Policy of Pristine Private School will be applied during the current COVID-19 pandemic. It should be read in conjunction with the Attendance Policy. The addendum will apply for as long as the KHDA guidance states that changes to student's attendance at school remain in place.

Compulsory Attendance at School:
Parents have currently chosen the learning model for their children, which is either Blended or Distance. Attendance is mandatory and will be recorded daily for all students. During this period, any unexplained absence from school will be followed up in the normal manner as per the existing Attendance Policy of the school.

Late Marking:
We expect that all students to be punctual for lessons. Any late arrival to school/ distance learning will warrant a Tardiness Notice (see Parent School Contract)

Blended Learning students must arrive to school not later than 7:15 a.m. Students arriving after 7:15 a.m. on campus and joining late learning remotely will be marked late. The same applies to lessons which are resumed after breaks in between.

Students who have opted for Distance Learning must be in their proper school attire all the days of the week during their learning.

Expectations on parents/guardian

All parents/guardians are expected to follow key safety protocols which are extremely important to ensure the continued safety of our students, staff, and community.

- To promote the attendance of their child to school/remote learning, provided they are well enough to be in school/attend remote learning
- To not send their child to school if the child or any member of their household are experiencing any respiratory or flu like symptoms.
- To not give the child any temperature masking medications before sending them to school and not consulted with a doctor.
- To disclose any sickness history and avoid giving incorrect information to the school as it can cause serious harm to everyone's safety at school.
- To ensure that they immediately pick up their child/children from school if they become sick and follow the safety protocols as advised by the school.
- If their child is self-isolating, to encourage schoolwork to be completed, provided the child is well enough to access learning.

- Parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to provide with negative PCR report/self-quarantine following trips overseas that require a period of quarantine.

The school will continue to apply all safeguarding responsibilities connected to our students. However, parents are required to notify the school in case of absence as per the following:

School Procedures on Student Absences
• DHA's health and safety protocol will be strictly implemented. • Leave will be sanctioned for medical emergencies/family emergencies only. • All leave requests to be submitted on the **Student Leave Request Form** (available on PPS website) along with mandatory supporting documents as per protocols. • School will not encourage leave plans/holiday requests during term-time.
For all absences, the school will: • Investigate the absence and register reasons in school records • Ask for supporting documents which are mandatory by DHA and KHDA protocols • School Clinic will advise if any safeguarding responses are necessary
For all absences, parents will: • Inform the school immediately through email, providing reasons for the absence. The emails must be sent to the class teacher and the respective email below according to the year group:

Junior School – FS to Year 2   Middle School – Years 3 to 8   Senior School – Years 9 to 13

	Blended Learning	**Distance Learning**
The student is unable to attend classes (even a day/or more) in case of any illness or injury	To be deemed as authorised absence the following must be provided: • Medical Certificate mentioning the diagnosis along with the doctor's stamp. • STUDENT LEAVE REQUEST FORM	To be deemed as authorised absence the following must be provided: • Medical Certificate mentioning the diagnosis along with the doctor's stamp. • STUDENT LEAVE REQUEST FORM • School clinic should be provided with the PCR report in case of a COVID positive case. • Entry in the school premises for any specific reason (Practical/Assessments) student must submit a school health declaration.
Any child/children with confirmed positive COVID-19	Can resume school only after the submission of the following: Negative PCR result and sick leave certificate from the certified treating physician	
Any child with suspected COVID-19 case.	To not enter school premises without the submission of **De-isolation Clearance Certificate** from treating health care facility (DHA/SHA/ AHA etc.).	

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If a family member or a close contact is tested positive	School must be provided with the information immediately. Your child/children must get tested and self-quarantine for a 14-day period and report to school after providing a **Negative PCR report**	School must be provided with the information immediately. Your child/children must get tested and the school must be provided with the necessary, test report for maintaining the school medical records.
	Parents or students who refuse to comply with protocols may be denied access to the Distance Learning until proper medical details or a valid reason of absence is provided.	

The Entry and Exit of the students on Campus for Blended Learning is as follows:

Entry:
FS1, FS2 (Shift 1) to Year 2 – Gate 1
FS1 & FS2 (Shift 2) – Gate 1
Year 3 to Year 6 – Gate 3
Year 7 to Year 11 – Gate 4
Year 12 and Year 13 Gate 3 at 8:30 a.m.

Exit:
FS1, FS2 (Shift 1) – Gate 1 at 10:30 a.m.
FS1 & FS2 (Shift 2) – Gate 1 at 3:00 p.m.
Year 1 to Year 11 – Parents entry from Gate 2 and exit from Gate 1 (only own transport students).
Year 12 and Year 13 Gate 3 at 3:00 p.m.
Students with siblings holding out-pass will exit from Gate 4.

Links with other policies
- Attendance policy
- Safeguarding policy
- Remote learning policy

References:
KHDA protocols for reopening Private Schools
DHA Process Map for COVID 19 in Private Schools

Policy Details	**Addendum to the Attendance Policy**
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