

Addendum – Attendance Policy

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:

On campus 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)

Please take note of the daily routine timing of the School Monday to Friday for the Main and Junior Campus

Foundation Stage 1 (FS 1)

Gates Open	Registration	End of School Day	
		(Monday - Thursday)	Friday
7:15 a.m.	7:30 a.m.	12:20 p.m.	11:30 a.m.

Foundation Stage 2 (FS 2)

Gates Open	Registration	End of School Day	
		(Monday - Thursday)	Friday
7:15 a.m.	7:30 a.m.	12:20 p.m.	11:30 a.m.

- *Late pick up for all student of FS1 & FS2 must not exceed 12:40 p.m. Monday to Thursday and 11:45 a.m. on Friday.*

Key Stage 1 (Yr. 1 & Yr. 2)

Gates Open	Registration	End of School Day	
		(Monday - Thursday)	Friday
7:15 a.m.	7:30 a.m.	1:50 p.m.	11:30 a.m.

- *Late pick up for all student of Year 1 and Year 2 must not exceed 2:10 p.m. Monday to Thursday and 11:45 a.m. on Friday.*

Key Stage 2 (Yr. 3 to Yr. 6)

Gates Open	Registration	End of School Day	
		(Monday - Thursday)	(Friday)
7:00 a.m.	7:15 a.m.	2:00 p.m.	11:40 a.m.

Key Stage 3 & 4 (Yr. 7 to Yr. 11)

Gates Open	Registration	End of School Day
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		(Monday - Thursday)	(Friday)
7:00 a.m.	7:15 a.m.	2:00 p.m.	11:40 a.m.

Post-16 (Yr. 12 & Yr. 13)

Gates Open	Registration	End of School Day	
		(Monday -Thursday)	(Friday)
7:00 a.m.	7:15 a.m.	2:00 p.m.	11:40 a.m.

- **Late pick up for all student of Year 3 to Year 13 must not exceed 2:20 p.m. Monday to Thursday and 12 noon on Friday.**

Parent/Guardian Responsibility

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 not send their child to school if the child is experiencing any flu like symptoms.
- To not give the child any temperature masking medications before sending them to school.
- 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.

School Procedures on Student Absences

- 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 does 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.

The following leave will be considered as an authorised leave:

- Covid Positive supported by an evidence.
- Close Contact if symptomatic.
- Flu like symptoms (supported by a medical certificate for the consulting physician).
- Family emergency.
- Health emergency.

All the above is to be supported by **valid documents** (e.g. PCR Reports, Medical Certificate etc.).

Kindly note the COVID related information/report of your child must also be emailed to the clinic at clinic@pristineschool.com with a copy to the respective Head of Phase.

Links with other policies

- Attendance policy
- Safeguarding policy

References:

KHDA protocols for reopening Private Schools

DHA Process Map for COVID 19 in Private Schools

Policy Details	Addendum to the Attendance Policy
Version Date	January 2022
Review Date	August 2022