



المدرسة الإسبانية في أبوظبي The Spanish School of Abu Dhabi

Attendance, Tardiness, Early Dismissal and Extended Leave Policies

STUDENT ATTENDANCE:

Regular school attendance and punctuality are essential for a successful school experience. All Primary school students are required to attend school from 8:00 a.m. to 3:00 p.m. except in the case of illness or absence as reported by the parents. All Preschool students are required to attend school from 8:00 a.m. to 1:00 p.m. except in the case of illness or absence as reported by the parents.

A student who knows in advance that he/she will be absent must have a parent/guardian call the school the day that they will be out *and* bring a note from his/her parent explaining the absence upon his/her return. This note must be submitted to the School Office.

Because of the circumstances related to Covid-19, SSAD has decided to adopt a flexible approach in terms of attendance.

Stay home policy

Parents should not send their children to the school if he/she develops any covid-19 symptoms. As identified by the authorities in the UAE the symptoms of COVID-19 include a fever, cough or shortness of breath, repeated shaking with chills, muscle pain, headache, sore throat and/or loss of taste or smell. Abdominal and neck pain, vomiting and diarrhea, a rash or feeling tired are additional symptoms seen in children. A child's fever is considered high if it is 37.5 C or above. Students in that situation will be offered online classes if they are able to attend.

Same policy applies to staff members in order to prevent the spread of covid-19.

Communication

-Every staff member has to provide the school with signed letters of declaration regarding age, health, and living arrangements.

-Every staff members are required to download the ALHOSN application.

-Parents have to provide the school with signed letters of declaration regarding health of family members. ALHOSN application has to be downloaded.

Health monitoring

The School nurse will perform health monitoring that includes daily checks of temperatures and health checks of staff and children. School will report to the MOHAP as needed.

What if a child/staff members shows Covid-19 symptoms

If a child or staff member shows symptoms of COVID-19, he/she must be isolated instantly, and the parent/guardian/emergency contact of be notified immediately.

The patient should be referred to the hospital to take the necessary action. The patient should not return to the school until the PCR result is obtained.

If the result is negative and there is a clinical assessment of a probable COVID-19 case, the patient should complete a 14-day quarantine.

If the result is negative and there is no clinical assessment for a probable case, the child/staff member can resume nursery so long as they are symptom-free.

If the result is positive, the nursery is to be closed immediately. The traced contacts of the patient, including other staff members along with children from the same bubble, or colleagues are all considered close contacts should be contacted. A close contact is anyone who has spent more than 15 minutes in a proximity of 2 meters with the positive case, from the day of symptoms onset, or the day of the positive PCR test. They should all commence the 14-day quarantine counted from the day of the positive test, or from the day of the onset of symptoms if ascertained by the clinician. They are not to return unless they are granted a clearance certificate by MOHAP stating that they are discharged from isolation.

In cases of COVID-19 emergency, SSAD will follow endorsed guidelines for emergencies by the school's nurse while wearing adequate PPE. Also, the health and safety officer in-charge must ensure that the child is accompanied by their parent when transported to home or to the hospital.

NB: Any staff or children who test positive for or who have been exposed to COVID-19 should report results to SSAD Principal who will be able to carry out the proper procedures.

Travel policy

Any staff or children who travel abroad must adhere to all UAE authority requirements, including any self-isolation and testing requirements.

In case of traveling abroad, all school staff should be back in the UAE 14 days before the start of the academic year and/or the reopening of the school or before resuming work.

Travel declaration forms are required for all those who travel; these must be submitted to SSAD Principal prior to travel occurring and re-confirmed before returning to the school.

Anyone displaying any COVID-19 symptoms when returning from travel must not come to the school, ensure they notify the school immediately and self-isolate.

TARDINESS

Students who arrive at school after 8:00 am will be marked tardy. Students are expected to arrive on time for class and assembly. Tardiness is disruptive to the teachers and other students in the class. Students may be denied access to classes if excessive absences and/ or tardies to class occur. A parent conference with an academic administrator will be required to occur before readmission to class occurs.

Parents must report a reason (by phone or in writing) for their child's tardy in order to receive consideration for an "excused tardy". The school will, upon being informed of the reason make a final determination as to the status of the tardy (excused or unexcused).

SSAD must cater to the safety of children by being able to account for their whereabouts at any given time in the day.

TRUANCY:

Any absence from school without permission or legitimate cause will be categorized as truancy. No credit will be given for work missed during the time of the truancy. Truancy appeals may be directed to the Principal within five days of the occurrence of the truancy. Appeals after this time may not be accepted by the school.

Early Dismissal:

After arrival at school, a student will not be allowed to leave school without permission from the Principal. Parents who need to pick up their child before the regular dismissal time must:

1. Contact the School Office (SO) to inform them of the early dismissal.
2. Enter the SO office where the SO will notify the student to come for dismissal.
3. Parents are NOT to pick up their child directly from the classroom.

4. Parents will be requested to sign their child out with the appropriate “early dismissal” form available in the SO.
5. Parents, who arrive earlier must wait for their child /children to be dismissed at the regular time and should wait in the reception area.
6. For safety reasons, teachers have been instructed not to release students to anyone coming into the classroom. School security will help to enforce this policy; therefore, please do not enter the classroom without proper authorization.