



Student Attendance and Engagement Policy

This policy applies to Aile World School

2024-2025

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Approved by

Senior Leadership Team and
Dr. Farah Dheyab, School's Founder



World Green Hub Ltd.
Adaptive Learning

School Philosophy

Transforming Education and Empowering Lives...

Adaptive Education for Independent Minds...

Aile School is a virtual world school deeply integrated with green hubs worldwide, Aile School educational philosophy is driven by a commitment to develop responsible, informed, and active Earth stewards, who will lead with empathy, innovate with purpose, and navigate the complexities of life with an unwavering ethical compass. In doing so, Aile School serves as a beacon of progressive education for a sustainable and inclusive world

Vision: A future where education transcends boundaries and transforms lives, driven by the innovative hybrid approach that challenges conventional paradigms, fostering a global community of empowered and socially and environmentally conscious individuals.

Mission: Schools of World Green Hub has the mission to forge an educational environment that not only responds to the unique needs of the present and future generations but also empowers students to flourish in a world marked by continual change and innovation.

Belief: Aile School's belief centers around the conviction of one God, the creator and sustainer of the universe. This fundamental belief sets School's goals and guides its actions, fostering responsibility towards the environment and humanity. It inspires The School to uphold values of compassion, empathy, and integrity in all aspects of education and community life.

Aim: Aile School aims to deliver an extraordinary and enriching educational experience by leveraging technology and artificial intelligence to emulate the school of the future. The School's vision centers on adaptive learning, empowering students to excel, innovate, and contribute to a more sustainable world.

Aile School has the mission to forge an educational environment that not only responds to the unique needs of the present and future generations but also empowers our students to flourish in a world marked by continual change and innovation.

Aile School firmly reject the idea that a uniform, standardized approach can adequately meet the diverse needs and potential of our students. Instead, the school champion a philosophy that values flexibility, customization, and responsiveness, dedicated to remaining at the forefront of educational innovation.

1. Introduction

Aile School proudly adopted World Green Hub methodology that revolves around the synergy between live sessions and independent study, complemented by hands-on experiences. Through these live sessions, our seasoned educators provide a structured framework for learning, followed by guidance and interactive discussions, ensuring that students receive academic knowledge and support in real-time, fostering a smooth learning process and engagement.

The Hybrid Learning Model, is a dynamic response to the evolving needs of this generation, underscores our understanding of nurturing independent minds in a learning environment that respects individuality and empowers the application of knowledge.

By blending learn and guided live sessions with personalized and hands-on experiences, we aim to create a holistic educational journey, arming our students with the skills, knowledge, and adaptability needed to thrive in the 21st century.

Aile School views continuous and active engagement as the cornerstone of holistic learning, preparing students for the transition to responsible global citizenship and their future endeavours, whether in post-secondary studies or the workforce. In addition, it is a statutory and a contractual obligation for our online school to record, track and improve student engagement, we do this by completing the daily school virtual registers, which is then followed up by in depth analysis on cyclical and periodical bases.

Declining active engagement must always be taken extremely seriously, as it can and may signal a much larger concern with a student. Aile School is committed to ensuring the continuous progress, engagement, and success of our all Learners. This policy outlines the strategies and procedures in place to monitor attendance, assess engagement, and track academic progress for students actively participating in our virtual learning environment whether they are engaged as virtual students or self-study learner, both contribute to the diverse learning landscape at Aile School. While regular attendees follow a more structured approach with scheduled sessions, self-study students benefit from personalized learning experiences, guided by parental support. The key lies in recognizing and respecting the unique obligations each student has in their educational journey, fostering an inclusive and supportive learning community.

2. Engaged Virtual Learner:

An engaged virtual student at Aile School is a dedicated and proactive learner who actively participates in the school's virtual education platform. These students commit to scheduled online sessions, embracing the structured curriculum and engaging in real-time interactions with teachers and peers. Their commitment goes beyond mere attendance; they contribute to a vibrant learning community through active participation, collaborative discussions, and timely submission of assignments. Regular Online Attendees benefit from immediate feedback, allowing for continuous improvement, and they embody the spirit of a responsible, digitally connected learner ready to thrive in today's dynamic educational landscape.

- **Virtual Session Attendance:** Engaged virtual students are expected to log in promptly for scheduled virtual classes. Regular attendance is crucial for engaged virtual students and school will maintain attendance records for each session.
- **Active Participation:** Engagement goes beyond attendance. Engaged virtual students are encouraged to actively participate in class discussions, collaborative projects, and interactive activities to foster a vibrant virtual learning community.
- **Virtual Etiquette:** Students are expected to adhere to virtual etiquette guidelines during classes. This includes having cameras on, participating respectfully, and minimizing distractions to create an effective and respectful learning atmosphere.
- **Interaction with Learning Materials:** Regular interaction with course materials, including recorded sessions, files, and assignments are monitored. Engaged virtual students are expected to demonstrate their commitment to self-directed learning.
- **Submission of Assignments:** Engaged virtual students must adhere to assignments and projects deadlines to ensure consistent progress.

3. Self-Study Learner:

A self-study student is an independent learner who takes responsibility for their own education by engaging in learning activities without the necessity of attending live instructional sessions. This student is motivated to explore course materials, resources, and assignments available on the school's learning platform at their own pace. With a proactive approach to learning, the self-study student should demonstrate strong organizational and time management skills, utilizing various educational tools, such as recorded sessions, course files, interactive assessments, and communication channels with teachers. This learner thrives in a flexible and adaptive learning environment, seeking knowledge and understanding through self-directed initiatives while meeting the academic requirements of their curriculum. The following address framework for self-study students, promoting a structured and effective learning experience at various age levels.

- **Personalized Learning:** Self-study students have the flexibility to design their learning path, catering to their unique pace and preferences.
- **Independent Responsibility:** Self-study students bear the responsibility of managing their time effectively, setting goals, and maintaining accountability for their own progress.
- **Resource Exploration:** While not obligated to attend live sessions, self-study students are encouraged to explore a variety of resources, including recorded sessions, course files, and assignments.
- **Teachers Support:** Promote effective communication with teachers, seeking guidance when needed.
- **Parental Guidance:** Self-study student might need regular supervision by parents or caregivers, ensuring the student stays focused and completes assignments.

4. School Monitoring Approach:

- **Accountability Measures:** Accountability is integral to our virtual learning environment. School system will track student engagement regularly, review data on logins, time spent on the platform, interaction with course materials, and communication logs. Appropriate measures

will be taken to support students who may face challenges in maintaining consistent engagement.

- **Continuous Assessment:** Aile School employs continuous robust academic progress Tracking system to provide more in-depth insights into behaviours and engagement patterns for both type of Learners. Also, the school adheres to an assessment policy which is crucial tool for evaluating students' engagement, understanding, skills, knowledge, and progress, in alignment with the curriculum.
- **Feedback Mechanism:** Teachers provide constructive feedback on assignments and assessments, offering insights into areas of improvement and recognizing achievements. This facilitates a personalized learning experience.
- **Absence of Engagement:** In the event of an unavoidable absence of engagement, students or their parents/guardians are required to notify the school in advance. This proactive communication ensures that necessary support and resources can be provided.
- **Support and Intervention:** Should an any Learner face challenges or exhibit signs of disengagement, the school's support services and intervention mechanisms will be activated to address the issue promptly. This may include counselling, additional resources, or a modified learning plan.
- **Communication:** Updated portal and clear communication channels will be maintained between teachers, students, and parents to address concerns, celebrate achievements, and collaboratively support the learner's educational journey.

5. School Support Strategies

We aim to identify signs of waning engagement and address concerns promptly to provide tailored solutions in anticipation of potential issues that might lead to significant challenges, here are some examples when a school concern rise and a response strategy for each scenario:

1. Absence of activity on student's virtual account during school days without a prior explanation: Strategy, schedule regular check-ins with the student to understand the reason for inactivity, and encourage open communication.
2. An engaged virtual student exhibits irregular attendance and frequent absences from live virtual sessions without prior notification: Strategy, clearly communicate attendance expectations and policies, and create a supportive environment where students feel comfortable expressing their challenges affecting attendance.
3. Consistently late or missing submissions: Strategy, guide attention to automated reminders for upcoming deadlines, and offer support to help the student manage their time and workload effectively.
4. Consistently low scores or a lack of attempts: Strategy, teachers collaborate with the student to set realistic academic goals and identify areas of difficulty to provide targeted intervention, such as extra practice materials or additional instruction.
5. Lack of communication or response to school outreach: Strategy, address any underlying issues affecting communication to advice accordingly and guide student attention to various communication channels, such as emails, messages, or virtual meetings. Further, implement an escalation process for persistent non-responsiveness, involving parents or guardians if necessary.
6. An engaged virtual student is consistently isolated from group activities: Strategy, monitor group dynamics and intervene if there are signs of exclusion or isolation, and foster a sense of community through virtual platforms, encouraging social interaction.

It's important to note that these strategies is implemented with flexibility, considering the individual needs and circumstances of each student. School regularly reassesses the effectiveness of the interventions and adjust the support strategies as needed. Additionally, collaboration with parents or guardians can enhance the overall support system for students in a virtual learning environment.

6. **Parents, Guardians, And Mentors Role:** where students engage as active virtual learners or pursue self-directed study, the role of parents and caregivers becomes paramount in ensuring sustained attendance and engagement. Here are key aspects of their role tailored to the virtual learning environment:

1. **Establishing a Home Learning Environment:** Parents can foster a supportive atmosphere at home that encourages engagement in learning by establishing a daily schedule that includes dedicated study time, breaks, and other activities to maintain a sense of routine and consistency. Also, creating a dedicated study space can minimize distractions and enhance their child's focus and commitment to education.
2. **Tech Support and Infrastructure:** Parents play a crucial role in providing technical support, ensuring that their child has reliable internet access, and troubleshooting any technology-related issues. A conducive online learning environment relies on a well-functioning technological infrastructure.
3. **Monitoring Virtual Attendance:** Keeping track of engagement for any setting is essential in an online learning. Parents can assist by ensuring that their child adheres to the established online class schedule, attends virtual sessions, and completes assignments in a timely manner. Addressing any barriers to attendance contribute to a consistent and engaged learning experience.
4. **Regular Communication with School:** Frequently checking the parent portal proves to be a potent method for accessing current information regarding a student's engagement and progress. Also, maintaining open lines of communication with the school allows parents to stay informed about their child's progress, challenges, and overall engagement. This collaborative approach ensures that any concerns that may impact attendance or engagement are addressed promptly.
6. **Encouraging a Positive Attitude Towards Learning:** Instilling a positive attitude towards learning is essential. Parents can celebrate their child's achievements, provide encouragement during difficulties, and emphasize the importance of education as a tool for personal growth and success.
7. **Encouraging Self-Directed Learning:** For self-study learners, parents can encourage and facilitate a self-directed learning approach. This involves fostering a sense of responsibility, setting realistic goals, and providing support in organizing study materials for independent learning.
8. **Monitoring Technology Use and Promoting Digital Literacy:** Promoting digital literacy is crucial in the online learning landscape. Parents can support their child in developing effective online research skills, responsible internet use, and the ability to navigate digital platforms essential for virtual learning.

9. **Collaborating with the School Community:** Active participation in school activities, parent-school virtual assemblies, and other events fosters a strong sense of community. Engaging with the school community allows parents to understand the educational environment and contributes to the overall well-being of their child.
10. **Providing Emotional Support:** Acknowledging and addressing the emotional well-being of their child is crucial. Parents can offer emotional support, listen attentively, and collaborate with the school to address any social or emotional challenges that may impact attendance and engagement.

In essence, the role of parents and caregivers is multifaceted, encompassing the creation of a supportive home environment, active communication with teachers, encouragement of a positive learning attitude, and proactive involvement in their child's educational journey. Through these efforts, parents contribute significantly to sustaining student attendance and engagement.

7. Support Mechanism:

Aligned with our school's steadfast commitment to delivering an adaptive learning experience tailored to the unique needs of every student, we acknowledge the importance of flexibility, particularly in situations involving health-related concerns. In such circumstances, we are dedicated to collaborating with students and their families to devise pragmatic and compassionate solutions, ensuring the seamless continuation of education amidst challenging conditions.

To address health-related challenges or other exceptional circumstances, our school is proactive in the development and implementation of flexible attendance plans. These plans are designed to accommodate individual student needs while maintaining a supportive and inclusive learning environment. To achieve this, we have established a structured process for personalized consultations involving school staff, parents, and healthcare professionals. Through these consultations, we aim to collaboratively determine the most suitable and effective approach for each student, taking into consideration their well-being and academic progress.

8. Allowed Number of Absences:

• **Excused Absences:** Excused absences are granted for legitimate reasons such as illness, family emergencies, and pre-approved educational activities. To ensure an accurate record of excused absences, parents or guardians must notify the school in advance or as soon as possible.

• **Unexcused Absences:** Unexcused absences are those that occur without valid reasons or proper notification to the school. Excessive unexcused absences may result in consequences, including academic penalties.

1. Primary Level (Key Stage 1 and 2):

- Excused Absences (Non-Active): [6] school days per term
- Unexcused Absences (Non-Active): [4] school days per term

2. Secondary Level (Key Stage 3 and 4):

- Excused Absences (Non-Active): [5] school days per term
- Unexcused Absences (Non-Active): [3] school days per term

3. Sixth Form (Key Stage 5):

- Excused Absences (Non-Active): [4] school days per term
- Unexcused Absences (Non-Active): [2] school days per term

Reporting Absences: Parents or guardians are required to report absences promptly through the designated online attendance reporting system. In the case of foreseeable absences, advance notice is encouraged.

Documentation for Excused Absences: For excused absences, supporting documentation (e.g., medical certificates) may be required, especially for extended periods of absence.

9. Policy Review:

Aile School acknowledges the dynamic nature of education and is committed to evolving policies that align with the principles of fairness, equity, and continuous improvement. Thus, for that reason policy will be periodically reviewed to ensure its effectiveness. Adjustments will be made based on the following key aspects:

- **Shared Responsibility:** The promotion and support of regular student attendance requires collaboration. Evolving policies that align with the principles of fairness, equity, and continuous improvement is regarded as a shared responsibility among all partners in the education ecosystem.
- **Fair and Equitable Approach:** Each school policy is designed to be applied in a fair and equitable manner, considering the diverse needs and adaptive learning journeys of students.
- **Flexibility and Professional Judgment:** The senior principal team and the wellbeing department are empowered with the flexibility to exercise professional judgment. This allows them to identify and address extenuating circumstances that may impact students' active engagement in implementing current policies.
- **Targeted Improvement:** Schedule regular reviews of the Policy, considering feedback from students, parents, and staff, and use it to create a responsive and adaptive environment that consistently enhances the policy and associated practices.
- **Data-Driven Decision-Making:** Attendance and engagement data serves as a valuable metric for decision-making. School uses this data to implement evidence-based strategies and initiatives to improve overall attendance and engagement rates.

Final Statement

By adhering to this attendance policy, we aim to maintain a conducive and supportive learning environment while acknowledging the unique circumstances that online education may present.

For the successful realization of this policy, school depend on the cooperation and support of all staff and stakeholders. Compliance with this policy will be encouraged, and school will maintain an open dialogue to address any concerns or suggestions for improvements.

This policy will be reviewed annually to ensure effectiveness of the learning approach and process, and serve an educational environment where all students can thrive to achieve their fullest potential. Any amendments will be communicated promptly to all parties.

For any questions or further clarification regarding this policy, please contact Aile School at school@worldgreenhub.com, or call +447477205461.

This policy has been reviewed by The Senior Leadership Team and School's Founder and will take effect as of 7/2/2024.