

## SCHOOL ATTENDANCE POLICY & PROCEDURES

The school has a Student Attendance Policy in place to cultivate good character in our children. Consistent attendance, punctuality, and minimal absences are essential for a student's academic success. To achieve this, the cooperation of parents are crucial. The school expects the following from parents regarding student attendance:

1. Ensure that the child attends school regularly and is absent only when sick or during emergencies.
2. Arrive at school on time and avoid being late (before the start of morning assembly at 07:10).
3. Drop off your child after the start of the morning schedule, at 6:45, and not before.
4. Keep your child at school until the designated dismissal time and avoid taking them out early unless necessary.
5. Be punctual for the end-of-day pickup.

Follow-up procedures for absences, lateness, or early

dismissal:

- Parents must provide a medical report (or appointment slip for lateness or early departure) or a written justification letter to the administrative assistant explaining the reason for the absence or lateness.
- The school administration will review the provided documentation and determine whether the absence, late arrival, or early departure is acceptable or unacceptable.
- Failure to provide a written justification letter within a week of the absence will result in the excuse being deemed unjustified.

for unjustified excuses, the following procedures will be followed:

The school may require a meeting with the parents to further discuss the reasons for the excuse.

If the pattern of unacceptable excuses continues, the school may take further disciplinary actions, including but not limited to academic repercussions or parent-teacher meetings. By maintaining open communication and adhering to the attendance policy, parents and the school can work together to promote a positive learning environment for the students.



## First: How to calculate absence over an academic year

During every absence:	<ul style="list-style-type: none"> <li>Parents will be contacted</li> </ul>
Accumulating (5) absent days:	<ul style="list-style-type: none"> <li>A notice will be sent to the parents.</li> </ul>
Accumulating (8) or more absent days:	<ul style="list-style-type: none"> <li>A warning will be sent, and the child's status will be investigated and discussed by the administration.</li> </ul>

## Second: How to calculate lateness for each trimester

Arriving late in the morning is calculated after 07:20

Accumulating 120 minutes:	<ul style="list-style-type: none"> <li>A notice is sent to the students' parents.</li> </ul>
When accumulating 240 minutes:	<ul style="list-style-type: none"> <li>A first warning letter is sent, and a meeting is held with the students' parents.</li> </ul>
When accumulating 360 minutes:	<ul style="list-style-type: none"> <li>A second warning letter is sent. Lateness is considered equivalent to an absent day.</li> </ul>
After that when accumulating 180 minutes:	<ul style="list-style-type: none"> <li>An absent day is counted for the student (absencedue to late arrival are combined with actual absent days at the end of the school year).</li> </ul>



### Third: How to calculate early dismissal permission (for each semester):

When accumulating (8) dismissal permissions.

- An absent day is counted for the student (absent days from early dismissal permission is added when there are (8) accumulated dismissals and is added with actual absent days at the end of the school year).

