



POLICY TITLE: STUDENT'S ATTENDANCE





2.0 POLICY PURPOSE

This policy is aimed at supporting student's academic success and to provide consistent, quality delivery of academic programs and services, based on the fact that better attendance leads to higher retention rates, higher marks, and more satisfying educational experience.

3.0 GENERAL STATEMENT OF THE POLICY

3.1 Students are expected to attend school daily and be in classroom on time so that optimum benefits of education can be achieved.

3.2 Absent is defined as when a student is not present in:

3.2.1 Actual classroom (physically).

3.2.2 Virtual classroom (online).

This policy contains all the procedures that should be followed by the school in order to reduce and monitor students' absenteeism, and to ensure meeting the duty of providing equal educational opportunities to all students.

4.0 POLICY PROCEDURES

4.1 The procedure begins with the school administration staff circulate the Student's Attendance Policy to the parent at the time of payment of their first instalment fees or by any other method of communication such as SMS or via emails. (Appendix-1: Students' Attendance Policy).

4.2 The Social Counsellor is responsible to record and monitor student's attendance and absenteeism by implementing the below procedures:

4.2.1 Maintain attendance records on a daily basis.

4.2.2 Follow up with class teachers to record student's attendance twice per day in (Phase 1) and at the beginning of every lesson in other levels (other phases).

4.2.3 Contact absent student's parent/guardian at the same day of absenteeism.

4.2.4 Record the reason given for each absence.

4.2.5 Identify and follow up unexplained absences.

4.2.6 Collect absence excuse documents from students or parents at the day students return to school.

4.2.7 Submit medical certificates to School Nurse.





4.3 The School will only excuse absences when written documentation is submitted, and for one of the following reasons:

4.3.1 Illness or injury.

4.3.2 Death in the family.

4.3.3 Special case approved by the management.

4.4 The school has a responsibility to take appropriate action for non-attendance while unexcused absence will only be considered when taking action to control absenteeism. Below are the attendance procedures that will be followed by the school based on the number of absent days:

Number of Absence Days	School Action
1 to 3 days	<ul style="list-style-type: none"> . Counsellor contacts parent/guardian, (1st, 2nd and 3rd day) . School sends to the parent/guardian 1st written notification (after 3 unexcused absences). (Appendix 2 Warning Notice No.1).
4 to 6 days	<ul style="list-style-type: none"> . Counsellor contacts parent/guardian. (4th, 5th and 6th day) . School sends to the parent/guardian 2nd written notification (after 6 unexcused absences). (Appendix 3 Warning Notice No.2)
10 days	<ul style="list-style-type: none"> . Counsellor arranges for Parent- Deputy Head of Arabic and whole School Coordinator Meetings in order to monitor attendance closely. . The meeting minutes should be recorded by the Social Counsellor and signed by all parties. (Appendix 4 meeting Minutes template) . Student case will be forwarded to Ministry of Education (MOE) based on Article (8) of the Education Law Number (27) for the year of (2005). This law considered only students in the compulsory education age level.

Article (8): The Parent/Guardian of a child who has reached the age of compulsory education will be subject to punishment of paying a fine (not more than 100 BD), if he caused his child to be absent from school for 10 succeeding or separated days within the academic year and without an acceptable excuse. A criminal charge shall be initiated by MOE against the violator parent/guardian, after sending a written warning letter.

4.5 End of procedure.

5.0 VIOLATION

Employees who violate the provisions of this policy may be subject to a discipline by the school to the extent permitted by the law.

