



# AL ADHWA PRIVATE SCHOOL

## ATTENDANCE and PUNCTUALITY POLICY

(For Students)

### Introduction

Research has conclusively shown that students who attend school regularly achieve more academically than students with high rates of absenteeism.



The school abides by the ADEK Rules on Students Attendance and Absence, Policy 54 Attendance of Private Schools Policy and Article 59 of the Organizing Regulations to wit:

“The school shall follow up students unjustified absences and deal with them immediately. The school shall also cooperate with guardians to handle excessive and continued absence of students, and lay down the mechanisms necessary to improve attendance rates, and submit periodical reports to the Council in this regard.”

### Attendance Record

It is the policy of the school to keep a record of the number of days a student has been absent from school in the course of the year. Parents can see their child's attendance record through the supervisors.

For the students with perfect attendance, APS awards them with Perfect Attendance Certificate and a token.

### Attendance/Absences Procedures

Parents should notify the teacher/supervisor or the school of their child's absence (on that day) by phone call/emails/what's-app / or via Microsoft Teams.

- Attendance record is kept by the supervisors. All school absences are reported by the teachers to the Supervisor each day. The school sends SMS to parents on the same day informing of their child's absence.
- Attendance is recorded in e-SIS for each student's absence.

- If the student incurred 3 or more days of absence due to illness, the parents must present a medical certificate stating the type of illness and when the student is fit to return to school.

#### IMPORTANT

During pandemic (Covid 19), any student who was absent due to illness is required to present a NEGATIVE Covid-19 test taken within 72hrs.

#### STUDENT'S TARDINESS

- Students must report to school daily and on time on every school day as specified in the school calendar. The normal school time is 8:00a.m.-2:00p.m.
- Students must arrive at school between 7:45a.m. -8:00a.m. A student is considered late (tardy) if she/he arrives after the 8:00a.m.

IMPORTANT: During online classes, students are required to be on time in attending his/her classes according to the prescribed schedule.)

- Parents' attention will be called by the Social Worker if the student has continued tardiness be it online or face to face classes.
- Tardiness is excused only when the student has an appointment with a doctor or some other professional agency. The student must bring a note from this agency when he/she arrives at school. Parents are advised (if possible) not to make medical appointments during class hours.

#### Emergencies

All emergency absences (e.g.; family death, illness, or medical emergency) will follow the policy for absences set out above.

#### Change of Address or Withdrawals

The school must be notified of any change of address or telephone number. We also need to be notified of plans to withdraw a student from school.

#### Late Arrival and Early Dismissal

The School recognizes that from time to time compelling circumstances will require a student to be late to school or dismissed before the end of the school day. The parent/guardian is required to notify the school in advance with a written request

which shall state the reason/s for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical appointments which cannot be scheduled outside of school hours.
2. Medical disability
3. Interview for college entrance.
4. Family emergency

No student shall be permitted to leave the school before the close of the school day unless he/she is met in the school by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf. Authorization must be verified with the parent/guardian prior to the release of the student. Failure to obtain one of them (written and verbal verification) will result in the student remaining at school until the end of the normal school day.

#### Vacations and Planned Absences

The time a child spends in class is crucial to a well- developed education. It is strongly recommended that travel arrangements be made that do not cause children to be absent from school.

Planned absences are defined as anticipated absences for reasons other than medical or personal emergencies. Prior to such an absence, the parent or student must:

- Write a letter stating dates, time, and reason for the planned absences.
- Make arrangements for lesson make-up with their teachers.
- Stay connected by browsing the school website or platforms used in online classes.

#### Make-Up Work

All work missed because of absences (for whatever reason) must be made up by the student. It is the responsibility of the student to make up any missed homework and class work accrued during planned absences.

#### Withdrawing a student during the school day

Parents are requested to schedule medical appointments outside of school hours. If it is absolutely unavoidable for an appointment to be scheduled during school hours, students are encouraged to attend school before, or after the appointment.

The nurse and supervisor are informed in advance of the time of such appointments.

If it becomes necessary to withdraw a child from class during the instructional day, the office/supervisor and classroom teacher is notified in advance.

#### Early Check-Out at the End of the School Year

Parents are asked to notify the school when a student will be leaving school prior to the end of the school year.

#### Monitoring and Review:

This policy is reviewed and monitored on a yearly basis by the Principal and Review Committee

This policy has been discussed and agreed for implementation.

Approved By:

MS. AMIRA GAFER GORAISH  
APS Principal

