

Attendance and Absenteeism:

1. Policy:

For the purpose of this policy, **attendance** refers to the total number of school days attended by the student during the school year based on the school calendar. **Absenteeism** refers to the school days when students do not attend school. An absence is either excused or unexcused.

Absenteeism with a rate of 10% is a grave concern. **Students who are absent from school are required to bring a written excuse and/or medical certificate for the absence their first day back at school in order to receive make up work.** Only **3** written parent excuses are **allowed per term.**

The school will notify parents/guardians immediately of incidents of truancy and shall hold meetings with them and with the students to discuss the issue and monitor the student's attendance closely thereafter.

If an absence is **excused/authorized**, the student has the right to make up the work and tests that were missed. If the absence is **unexcused/unauthorized**, the school along with the parents, will decide on the appropriate course action pending completion of the investigation into the circumstances surrounding the absence.

Parents whose students will need to be absent for extenuating circumstances must inform the school 10 days prior to the expected absence to allow teachers the opportunity to prepare assignments for the student during their absence. The student is responsible for completing all assignments. The parents shall contact the Head of Schools to arrange submission of student work immediately after the student's return to school.

2. Consequences of Absence:

The school can suspend a student in case there are **ten (10) consecutive unexcused absences** or **fifteen (15) or more non-consecutive days** during the academic school year. The suspension order must be issued by the **School Principal or designee** and approved by ADEK, and the parent/guardian must be informed. The parent will receive a copy of the suspension order.

1st Absence: Verbal and written warning **#1** to the student by the appropriate school official and documented in the school record.

2nd Absence: Verbal and written warning **#2** to the student by the appropriate school official and documented in the school record.



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3rd Absence: Verbal and written warning **#3** to the student by the appropriate school official and documented in the school record.

4th Absence: Parent conference with the principal

5th Absence: Verbal and written warning **#4** to the student by the appropriate school official and documented in the school record.

6th Absence: The supervisor will contact the parent by phone and document it in the school record.

7th Absence: Supervisor document in the school record.

8th Absence: Refer the student to the Discipline Committee.

9th Absence: Verbal and written warning **#5** to the student by the appropriate school official and documented in the school record.

10th Absence: Student suspension (number of days will be determined by the administration) and a required parent conference upon return with the school principal.

Make-Up Work:

Upon returning to school following an absence, it is the student's responsibility to contact the teacher(s) to request makeup work. The teacher shall promptly and courteously allow students the opportunity to make up missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent will be able to pick up the work at the end of the day following the request.



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Tardiness (Grades 4 – 12):

1. Policy:

A student is tardy/late for school when he or she enters the school after the bell rings. All students must report to school by 7:30 Monday through Friday. The gates will close promptly at 7:45. As a part of the UAE education requirements, students are required to be present in school for the Koran and National Anthem. Students will not be allowed in school after 8:00 AM. If the child has an appointment in the morning, please bring a doctor's excuse to enter the school. You are encouraged to schedule all appointments after school if possible. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency.

2. Consequences for Tardy Policy Violation:

1st Tardy: Verbal and written warning #1 to student by the appropriate school official and documented in the school record.

2nd Tardy: Verbal and written warning #2 to student by the appropriate school official and documented in the school record.

3rd Tardy: Verbal and written warning #3 to student by the appropriate school official and documented in the school record.

4th Tardy: Parent conference with the principal.

5th Tardy: Verbal and written warning #4 to student by the appropriate school official and documented in the school record.

6th Tardy: Supervisor contact the parent by phone and document in the school record.

7th Tardy: Supervisor document in school record.

8th Tardy: Refer student to the Discipline Committee.

9th Tardy: Verbal and written warning #5 to student by the appropriate school official and documented in the school record.

10th Tardy: Student suspension (number of days will be determined by the administration) and a required parent conference upon return with the school principal.



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Unexcused/Cutting Absence from Class:

1. Policy:

Students are expected to report to class on time and attend all classes unless excused or instructed otherwise. Unexcused absence from classes or detention class will warrant disciplinary action.

2. Consequences for unexcused/cutting absence from class:

The following disciplinary procedures will be administered each school year to those students cutting or absent without authority from detention class.

1st offense: The first offense will result in verbal and written warning.

2nd offense: The second offense will result in written notification and parent contact.

3rd offense: The third offense will result in suspension (number of days will be determined by the administration).



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