

POLICY NAME:	ATTENDANCE POLICY				
APPROVAL AUTHORITY:	PRINCIPAL	ADOPTED:	MARCH 2018	REVIEWED:	MARCH 2019
RESPONSIBLE EXECUTIVE:	VICE PRINCIPAL	REVISED:			
RESPONSIBLE OFFICE:	ADMIN/ACADEMIC	AVAILABLE:	IN THE LIBRARY, WEBSITE, CS APP		

DISTRIBUTION LIST: -

- **Principal**
- **Vice Principal**
- **Supervisors**
- **Academic staff**
- **Admin staff**

Objectives:

- Emphasize the importance to all students about the need for maximum attendance.
- Make the students recognize the link between their attendance and their full potential achievement.
- Reinforce the notion that the parents are responsible for the regular and punctual attendance of their child.
- Make explicit to all (students, parents/guardians, teachers) the school's expectations on attendance levels and support strategies to help students maximize their attendance.
- The school sees 98% attendance as the minimum expectation for all students and strives for all students to attain it.

Leave & Absence:

1. In all cases of absence, parents / guardians should notify the class teacher through the student diary.
2. Prior sanction must be sought from the Supervisors through a written application, in case of absence exceeding two days.
3. Prior sanction must be sought from the Principal through a written application, in case of absence exceeding five days.
4. To meet the promotion criteria, 75 % attendance is compulsory.

- Absence due to medical reasons:
 1. Students suffering from contagious or infectious diseases must refrain from attending the school until the completion of the quarantine period. They will not be permitted to attend school until they produce a Medical certificate of clearance.
 2. Chicken Pox: Students may return to school after 10 to 14 days (provided the scabs have fallen off)
 3. Mumps: Students may return to school when swelling has subsided.
 - Umrah
 - Hajj
 - Death in the family

All the above to be supported with valid documents.

Note: Any leave not within the preview of the above mentioned categories will be considered as unexcused absenteeism. Irregularity in attendance will be viewed seriously and insufficient attendance could result in detention at the end of the year.