

## **STUDENT ATTENDANCE POLICY**

### **1.0 Objectives**

Attendance is the foundation for academic achievement and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of pupils.

### **2.0 Scope**

This process applies to GIIS Dubai

### **3.0 Policies**

#### **Responsibility & Authority**

- The Class teacher shall be responsible for marking the attendance of the student's daily.
- KG, Primary and Secondary Heads shall be responsible for monitoring the attendance of students for their respective levels.
- KG, Primary and Secondary Supervisors shall also be responsible for maintaining late arrival data of students
- Principal shall be reviewing the attendance of the students on a daily basis.

#### **All students shall be governed by the following policy guidelines regarding the attendance:**

- Students are expected to attend School every day as specified in the School calendar.
- Students shall arrive at School punctually every day, attend morning assembly, and attend classes on time.
- Parents will make every effort to ensure that their children attend school every school day and arrive on time.
- If students need to be absent from School for a particular day, parents must inform the School accordingly.
- When a student returns to school following an absence, parents must send a signed note or an email on the school intranet to the school indicating the reason for the student's absence. Students must get approval from Principal in writing for leave of absence exceeding 2 days consecutively.
- Students are responsible for completing all assignments missed during their absence. Parents should seek to ensure that family vacations take place during scheduled school holidays only.

- Students who become sick during a school day do not count as a day of absence. Students who feel sick will report to the nurse and parents may be called if wanted.
- Students being absent from school during the day i.e. parents taking their child out of school for a dentist appointment, is highly discouraged. The school recommends parents to avoid (unless completely unavoidable), taking students out of school before the end of the school day.
- It is mandatory as per the school regulatory guidelines that every student should achieve minimum 95% attendance in an academic year (excluding medical leave which shall be supported with an approved medical certificate).
- A student who remains absent for more than 20 days (consecutive) or for more than 25 days (non-consecutive) in an academic year without prior approval by Principal may not be promoted to the next grade

**Lateness: - Students must be through the school gates by 7:40AM.**

At 7:40AM the school gates are closed and any student arriving after must sign in with security. The security guard will give the list of names to the receptionist, who will issue a late comer slip to the respective section supervisors. Class teachers will in turn speak to the parents and reinforce the importance of being on time.

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