

Attendance And Punctuality Policy (FOR STUDENTS)

Definition :

Not being present at school on time as per the school timings.

Objectives :

To ensure that all stakeholders carry out their role and responsibilities with regards to attendance and punctuality of students.

Steps :

1. Procedures:

A. End of the day

Teacher will call the parent to ask why the child is absent, followed by a message on the class dojo/ILM chat or a letter.

B. End of the week

Reception desk staff will forward details of students who are late two or more times in the week to the class teacher and parents.

B. End of the month

Parents will receive a letter from the Head of Years informing them of the disciplinary measures.

C. For further tardiness

Parents will be called in for a meeting with the Vice Principal and Head of Pastoral care/Counsellor.

2. Continuous late coming could result in suspension from school as per KHDA Guidelines

Offence	Frequency	Implications
Tardiness - this refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	The first five(5) incidents of tardiness in a short period of time such as a month or an academic term	Written warning to students and notify parents. Tardiness will be noted in the students' progress report.

	Up to an additional three(3) instances of tardiness in a short period of time, such as a month	<p>Parents and students are called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and students sign a written pledge not to repeat the offence.</p> <p>Tardiness to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include one or more of the following:</p> <ul style="list-style-type: none"> ● Community hours at the school. ● Detention during school hours. ● A written notice announcing refusal to re-enroll the student in the school for the following academic year.
Offence	Frequency	Implications
Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The four(4) incidents of absenteeism in a short period of time such as a month or an academic term	<p>Written warning to students and notify parents.</p> <p>Absent days will be noted in the students' progress report.</p>

	Up to an additional three(3) instances of absenteeism in a short period of time	<p>Parents and students are called to a meeting with the principal or a designated person by the principal.</p> <p>Parents and students sign a written pledge not to repeat the offence.</p> <p>Absent days to be noted in students' progress report.</p>
	Any additional incidents to the above	<p>At the discretion of the school, decision might include:</p> <ul style="list-style-type: none"> ● Community hours at the school. ● Detention during school hours. <p>A written notice announcing refusal to re-enroll the student in the school for the following academic year.</p>

People Responsible:

Principal, Assistant Principal, Head of Pastoral Care, Teachers and Receptionist.

Document	Late Attendance & Punctuality Policy for Students
Date written	September 2016
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