

Al-Ekhaa School for Boys: International Section

Attendance and Absence Policy

General Objective:

To determine the attendance and absence requirements of students to comply with the Ministry of Education's policy of attendance and absence.

Policy statement and attendance procedures

The commitment of all students to attend daily during school days specified in the school calendar of the Ministry as part of compulsory requirement of any student's education. Parents and the school should collaborate to ensure that students come to school daily, and therefore there are specific key points for types of absences and its causes. this falls into two categories: acceptable excuse and unacceptable excuses.

As the academic progress depends on the students' daily attendance, we will notify the parent if their child was late for school or had irregularities in his/her daily attendance. Delays without acceptable excuses prompts the student to lessen the importance of his educational progress, where lack of commitment is magnified and a sense of responsibility is diminishing. Also, in the case of absence, homework must be done during a specific period of time in coordination with the teacher.

Taking Attendance regulations:

- Students' attendance records will be removed at 8:00am each day.
- Students who arrive after 7:15am must take a delay note from the reception so they can enter their classroom.
- When students are coming late three times, they will be deprived of the allocated time frame to accomplish their activities. Parents will be informed in a formal note.
- For late arrival, 5% of the mark allocated to participation in the first lesson will be affected as the duties of "life skills" in the morning was not performed.
- Parent or the Guardians of students must contact the School's Dean of Discipline by phone or Email before 7:15 am to report a student's delay or for absence.

Delay between classes:

- A student who enters the classroom after the teacher's entrance is considered late.
- The teacher will deal with normal cases where it is referred whether the delay is frequent or not and it is referred to the section coordinator.
- If the student is late more than 5 minutes between the classes:
 - The teacher will keep a record sheet for arriving late.
 - After the student arrives late for class for the third time, he/she will be sent to students' affairs Deputy or the student counselor to investigate and decide if there is a penalty.

- The student is prevented from leaving the classroom without the teacher's permission and any student is caught and questioned where a penalty might occur.

Getting out early from school

Students are not allowed to leave school with the maid or driver without prior permission from the parent.

Parents must notify School Administration 24 hours before dismissal. Only one of the administration's staff receives parents' calls.

Students is not entitled to leave school during the school day without the prior written permission with specific cause from either the head of administration, his deputy, the school doctor or the level coordinator.

Absence with excuse

An excused absence does not have a negative impact on the student. Acceptable reasons for absences or early dismissal from school are allowed as follow:

- Illness: The student must stay at home.
- Medical or dental appointments: They should be made after the school hours.
- Family emergencies where it is required to leave School.
- Death in the family; Immediate relative, second or third degree relatives passing away.
- Appointments in official entities and authorities.
- Family travel for medical treatment where a student is to accompany a relative of the first degree.

Important note:

Parents should confirm the reasons of absence with an acceptable excuse in a signed letter with the appropriate documents on the day(s) following the absence where possible. The guardian must write a request to extend the excuse of absence. The student is responsible for the work or duties that he/she did not complete during the period of absence.

Absence system (according to the Ministry of Education system)

- Parents should contact school to report absence of their children.
- Classwork and Homework: The student will have their missing work completed or compensated as their teacher recommend in a reasonable time and date. The tasks delivered after the specified time will have a 10% deduction of the mark, where the relevant marks of the student will remain zero until delivery of the work.
- To compensate for a test or exam, you must provide a medical excuse or obtain approval from Administration. If no medical excuse is given, it will be zero.
- If the student is absent immediately before the end of the assessment period, he can get "an incomplete grade". His/her teacher will set the deadline for delivery of the missing work. This can be taken into consideration from the first semester through the third semester and it cannot be applied to the last semester of the academic year.

- If the student is absent from school for three days or more, an acceptable reason for absence should be provided. In case that the absence is for medical reasons, it must be supported by a medical report and the student shall take the appropriate burden of mark reduction if there are no convincing explanations for his/her absence.
- A student who is absent during the examination days and whose absence is not justified by an approved medical report and accepted excuse from Administration will be given zero in the exam on that day (the day of absence).
- Participation in morning assembly is one of the main activities of the school day. All students must attend these events and not to be absent from them (Students will be reported for further inquiry in cases of repeated absences).
- Al-Ekhaa Schools-International Path adhere to the official holidays approved by the Ministry of Education. Students absent before or after the leave without the prior permission from Administration are considered absent without excuse.
- 25% of the grade will be deducted for each day of delay after the third time notification. A loss of one mark for absence without an excuse and two marks from the days after holidays.

Prolonged absences:

- Students who underwent surgery or other medical procedures causing them to miss the majority or all of the school year will be considered a prolonged absence.
- During the absence period the (NA) will appear in the report card instead of the marks.
- Claim of work compensation will not be considered for the loss of work because it is not reasonable to expect the students to compensate for prolonged period of time.

Absence from school due to illness:

The Administration excludes students from school in case of contagious or serious illnesses, in order to protect the safety of other students. This is done for the hopes that parents of students will participate in the promotion of students' health.

Policy to encourage attendance at school:

- Provide a safe learning environment that takes care and attracts students and encourages them to participate in academic activities.
- Promote, encourage and reward near perfect-attendance students. Also, establish award certificates and thank you awards for good and disciplined behavior.
- Implementation of strategies and programs to help solve reasons for absences by the student counselors and Administrators.
- Sending parents clear and specific information and advice on the benefits of high attendance rates.
- Clarifications of the provisions and consequences of absences to the school community.