

ATTENDANCE POLICY

Every day of attendance is a step on the path to success

Regular attendance, punctual arrival and safe departure protect learning time and support student wellbeing.

Attendance thresholds

- KG: concern when absence exceeds 10% (18 days) in the academic year.
- Grades 1-8: concern when absence exceeds 5% (9 days) in the academic year.
- Years 9-10: the applicable requirement will be communicated in line with current authority guidance.

Excused and unexcused absence

Excused absence may include	Unexcused absence includes
Illness; pre-scheduled medical appointments; bereavement.	Family holidays during school days; staying home without informing school.
Official appointments/events/holidays; approved competitions.	Non-urgent appointments; regular weather conditions.
ADEK-approved study leave; government-directed closure.	Absence without timely notice or required evidence.

Medical absence requirements

- Up to 3 consecutive days (maximum 12 days/year): parent notification by letter or message.
- From the 4th consecutive day: approved medical certificate issued by DOH.
- Chronic conditions or more than 12 cumulative days: comprehensive DOH medical reports.

General rules

- Students arrive before 7:20 AM for assembly and the national anthem.
- Parents follow stated pick-up times; early departure requires parent presence and an approved reason.
- Parents inform school on the day of absence and submit evidence promptly.
- Students remain responsible for missed work and assessments, including excused absence.

Behaviour procedures

- Arrival after 7:30 AM is recorded as morning lateness.
- Three unexcused late arrivals result in a formal warning and parent commitment.
- Unexcused absence may lead to action under the Student Behaviour Policy.
- Repeated late pick-up is formally followed up by the school.



Principal: _____