



## **Attendance Policy**

Punctuality is essential to a healthy academic environment as well as to maintain a sense of order starting from the morning.

All students must be in school at 7:00 am.

Parents of children, who are brought in late, with prior approval from administration, are requested to meet the students' affairs and fill out and sign a late slip, noting that continuous lateness will result in consequences as mentioned in the student's planner. Without prior approval from the school administration, no students will be allowed to enter the school premises unless they provide a medical certificate.

Parents must inform the school about their child's absence by 8:00 am. After this time the student will be considered truant (unexcused absence).

Students must be in school as per the following timings on regular school days unless they have afternoon activities:

- Preschool to K from 7:00 am to 12:45 pm.
- Grades 1 to 5 from 7:00 am to 1:40 pm.
- Grades 6 to 12 from 7:00 am to 2:00 pm.

If the person who picks up a child is late for whatever reason, administration should be informed about the delay before 2:00 pm.

### **a) Drop Off / Pick Up Procedure**

#### **Students' Morning Arrival Procedure**

- School gates will be open only at 6:30 am
- Preschool to K students should use gate 3 and then door (D3) only during their arrival time at 7:00 am
- Grades 1 to 9 students should use gate 2 and then door (D2) only during their arrival time at 7:00 am
- Middle/high school girls will use staircase 1 (ST1) and middle/high school boys will use staircase 3 (ST3) during morning arrival time and afternoon dismissal time.

- **At 7:15 am, gate 2 and gate 3 will be closed. The entry to the school will be through Gate 1 only.**

### **Students' Afternoon Dismissal Procedure**

- Preschool to K students should be collected by the parents (using gate 3) directly from the classrooms using the doors facing the outdoor area of each classroom.
- Gate 3 will be open from 12:45 pm to 2:15 pm only
- Grades 1 to 3 students should be collected by the parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2). Canteen location is in the middle of the school and car parking is near door (D2).
- Grades 4 to 9 students should be collected by the parents (using gate 2) directly from the Gym hall (using Gym gates 1 or 2).
- Grades 6 to 9 girls should be collected by parents (using gate 2) directly from the Canteen (using Canteen gates 1 or 2).
- Gate 2 will be open from 1:40 pm to 2:30 pm

**Note:**

**All school gates will be closed from 12:00 noon to 12:45 pm**

### **b) Lateness**

Students' attendance/ registration at school will be at 7:00 am.

#### **A- Late (15) minutes after registration:**

- Three times of lateness per semester will result in a verbal warning.
- Ten times of lateness per semester will result in a written warning.
- Fifteen times of lateness per semester will result in a meeting with parents.
- Twenty times of lateness per semester will result in undertaking by the parents.

#### **B- Late more than (15) minutes after registration:**

- No students will be allowed to enter the school after 7:30 am unless provided with a medical certificate or prior approval from the school administration.

**Excused lateness must be prearranged the day before with the office.**

**c) Absences**

- A student should only be absent in case of emergencies such as illness or death in the family.
- An absence due to sickness will be considered excused if a doctor's note accompanies the child to school.
- For students absent for two or more days due to illness, only doctor's note will be accepted.
- For students absent for more than three days without a doctor's note, the parents will be required to meet with the administration prior to returning to school.
- A student who misses an excess of ten or more days, excused or not, will be referred to the executive committee to determine if they should continue their enrolment in the school.