



## **Attendance and Absence Policy**

At The Alpha School, learning activities are planned carefully and sequentially to meet student learning needs. Uninterrupted attendance ensures steady progress. Students with good attendance generally achieve higher levels of learning than those with poor attendance. It is a requirement that students attend school regularly as daily attendance is a factor for general academic progress.

1. The primary responsibility for good school attendance lies with parents or guardians. Parents or guardians are held legally responsible for their child's attendance.
2. Students are required to attend school unless there is a good reason for absence.
3. Students must bring a written excuse stating the reasons for absence, the day of return to school.
4. Absences may be excused for such reasons as illness and exceptional family circumstances.
5. The school should be informed if a student is to be absent as soon as possible, usually by telephone; the reason for the child's absence should be clarified.
6. Students are not to come to school when they are sick. In case of extended illness, the school requires a doctor's certificate (3 or more consecutive days absence)
7. The school must be informed of extended absences or emergencies during the school year. Parents are responsible to notify the school preferably one (1) week in advance.
8. The teacher may assign work for the period of time the student is absent from school. It is the parent's and child's responsibility to ensure the work is completed and returned to school.

### **Unexcused Absence**

1. Oversleeping
2. Going on trips without pre-approval from the school's administration.
3. Early leave or late returns during holidays
4. "Doesn't feel like going to school"

### **Tardiness**

Tardy Arrival:

Repeated lateness is recorded in the class register in the Primary School if a student arrives after 7:50AM. Students who arrive late disrupt the teacher, fellow students, and the general learning environment. Latecomers will be referred to the Reception who will communicate with parents.

### **Tardiness to Class**



Teachers will deal with repeated late class entry. Parents of students with ongoing pattern of tardiness to class (after 3 times) will receive a letter of warning requesting the issue be addressed immediately. Should this persist, a second letter will be sent to parents and from that day onwards, 1 day of official absence will be recorded on the student's report for every 5 lates.

### **Permission to Leave School**

Parents should not go directly to the classroom to make contact with the child during school hours. Teachers are instructed not to release students without a note or call from the Primary School Principal's office. Parents must report to the Primary School Principal's office to sign their child out.

### **Prolonged/Excessive Absences**

Prolonged or excessive absences from school without prior approval may result in a disciplinary response from Administration.

Our target is to achieve 98% attendance that is rated as outstanding by the KHDA, who emphasise that attendance is the key to successful schooling and high attainment.