

Absence and Lateness Policy

Policy:

Knowledge International School considers that the attendance of students and the accuracy of their schedules are essential to provide the best opportunities for students to reach their maximum potential, in addition to being mandatory according to the law.

Target Category:

All the students, academic and administrative staff, and parents.

Administrators:

School principal

Compliance committee: social worker, sections' supervisors, students, and parents.

Objectives:

- Ensure the attendance of all enrolled students and the accuracy of their schedules on a daily basis that helps to understand the curriculum.
- Ensure that students attend all the required classes and school activities.
- Count absences from school and classes and follow them up.
- Inform parents about absences and lack of attendance at school or classes.
- Ensure that all information about the absence of students is retained.
- Rewarding and honoring students who are committed to daily attendance.
- Work to improve the students' attendance commitment for who have a low attendance.

Main Concepts:

-Attendance:

It is the daily presence at school and on schedule. According to the Department of Education and Knowledge, attendance is the total number of study days achieved by a student during the academic year based on the school's calendar.

-Unexcused Absence:

It is the unjustified absence and includes the following cases: non-essential travel, shopping trips, and everything that is not included in the excused absence cases.

-Excused Absence:

It is an acceptable absence and includes the following cases: illness, death of a relative, medical appointment, official community mission, mandatory attendance before an official entity, and sudden travel of treatment cases and death of a relative.

-Late Attendance:

It is the arrival after the daily scheduled school's start timing according to the school schedule, and one of the acceptable excuses for late attendance is bad weather conditions such as dense fog.

-Early Dismissal:

It is the dismissal before the scheduled time of the school day's end according to the school schedule.

General Instructions:

-The school maintains records of daily attendance in accordance with the instructions of the Department of Education and Knowledge (ADEK) to monitor the students' absence in order to achieve full attendance.

-The school applies a system to record students who are absent and being late from school, classes and the activities, that students' supervisors follow them up and the social worker is informed to take the necessary action.

- The school expects that all students will be obliged to attend on all working days according to the school calendar approved by ADEK.
- School hours start at 7.30 AM and end as approved by the school administration in the schedule and according to the updates.
- Students must attend on time to attend the morning school assembly and the national anthem and classes.
- The school's doors will close for students at 7:45 AM.
- Parents/guardians are committed to the students' attendance and dismissal timing and the gates for each grade according to the schedule that announced by the school administration.
- Parents/guardians must submit a signed letter clarifying the reasons for the absence, and in case the reason is unexcused about the absence or delay, the school must communicate with the parents/ guardians and take action accordingly to ensure that the student does not continue to be absent or delayed.
- In case of repeated absences of the student without an accepted excuse, the parent should be aware of the procedures that will be followed according the attendance and absence policy.
- Parents/guardians must ensure that family trips coincide with scheduled school holidays.
- The school honors and rewards students who commit to daily attendance and their absence rate is less than 10%.
- The school's behavior management program offers rewards for the regular attendance.

Procedures followed:

- In case of excused absence or delay, parents/guardians should inform the school administration in advance of the school day's start (Policy 55 of the ADEK Policy Guide on Absence). The excuse must be among the acceptable excuses according to the ADEK policy. It should be recorded in the school's official records. It should be documented in the student's file, whether sick leave or a written letter from the guardian. The student has the right to compensate the tasks and tests that he missed during the excused absence or delay.
- In case of unexcused absence or delay, parents/guardians should inform the school administration in advance of the day of absence or delay and request the permission of the principal (policy 55). If the excuse is not convincing, the absence or delay is considered without an excuse. It should be recorded in the school's official records. Parents/guardians

should provide a written letter clarifying the reasons for the absence and it is should be kept in the student's file (Policy 54). The student is responsible for completing the tasks that he missed during his absence by contacting the school administration (supervisor) to find out all the tasks that he missed and submit them to the relevant teacher shortly before or after his return from absence (Policy 55). Students are referred to the social worker/assistant principal.

-Repeated unexcused absences or delays lead to increase the disciplinary consequences according to the Student Conduct Management Regulation in the ADEK policies.

3- A student will be allowed to dismiss during the school day only with the parent/guardian, requesting the permission of the principal and explaining the reasons for this. The school does not encourage early dismissal. The student is approved for dismissal in case of providing an acceptable excuse according to ADEK policy. In case of unacceptable excuses and refusal of the principal, the parent/guardian is responsible for this dismissal. Parents/guardians should sign the early dismissal record clarifying the reasons and providing his personal EID.

Regarding the rights of parents in the custody case, we will abide by the court ruling. Two early dismissals will be calculated as an unexcused day absence. In case of acceptable excuse, the student has the right to compensate the tasks. In case of unacceptable excuse, the student is responsible for completing the tasks.

4- If the student is absent from two or more classes during the school day without any excuse or prior notice. Absence in this case will be considered as an absence of a day and it will be recorded in the absence records. The student is responsible for completing the tasks and lessons taught in all subjects according to the school schedule. Students are referred to the social worker/assistant principal.

5- In case of absence without excuse for ten consecutive days, or fifteen non-consecutive days during the academic year. The school should send three warning letters in advance (a letter every three consecutive days). A decision to suspend the student from studying should be issued by the school principal and with the approval of ADEK and after informing the parent/guardian.

6- In case that parents/guardians intend to absent their children for many specified days. The school administration should be informed ten days before the expected date so that teachers can prepare a list of tasks that the student will miss during the absence period.

7- Students who are absent from school without excuse are considered evaders in case that the parent/guardian does not know. The school must inform the parent/guardian immediately about the case of evasion. The student is referred to the social worker/assistant principal. Conducting meetings with the parent/guardian and the student. Monitor the student's attendance accurately.