



LITTLE FLOWER ENGLISH SCHOOL DUBAI

POLICY ON ATTENDANCE AND PUNCTUALITY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2025
Date of next review	18-03-2026
Signature	

ATTENDANCE AND PUNCTUALITY POLICY

Punctuality and Regularity of attendance is the first step in the discipline of the entire school community. 92% attendance is mandatory. While the school can outline and enforce most rules, in the area of students' attendance and regularity, the parents must share responsibility thereby assisting and initiating these values in their children. Students must be reported in school before the Assembly commences. All students must be present in school on the first day and last day of the term. Parents are advised not to take their child out of school or extend holidays when the academic session is on. It is upsetting for a child to miss lessons and to fall behind with work. If leave of absence is unavoidable, dates and details should be intimated through a leave letter to the Principal in advance and a record maintained on the relevant page in the school diary. Parents are required to submit a leave application form in office before proceeding on leave. Extension of leave without informing the school authority can result in a student's name being struck off the Class Register, in accordance with Ministry regulations. The non-attendance of parents on Open House Day will result in the report being retained.

LEAVE AND ABSENCE RECORD:

Attendance is marked in class register on a daily basis by the class teachers during the class teacher's period and absentees names are kept in absentees envelop. They are collected by the office staff in morning itself. Parents need to give prior intimation about their ward's absence to the class teacher or Supervisor. If a parent has not notified the teacher of his / her ward's absence the day before and the child does not come to school, the office staff calls the parent within 2 hours of the start of the school day to find out why the child is absent.

1 – 3 Days Leave:

In case of absence of one or two days, the parent needs to inform the class teacher or the Supervisor through an email or through a note in the non-attendance and leave record section of the school calendar, prior to the leave taking. In the event of an emergency, the leave of absence needs to be conveyed to the teacher or the Supervisor through a phone call or email immediately.

3 - 14 Days Leave:

If the child is absent for more than two days the parent needs to intimate the class teacher through email with a copy marked to the Supervisor or through a leave

application at the reception which will be handed over to the class teacher after the approval of the Principal/ Supervisor. The leave request or intimation must reach the teacher and the Supervisor immediately or within the same day.

Long Leave:

Students are generally discouraged from availing long leave as it impacts their learning. A maximum of 45 days leave is sanctioned in unavoidable circumstances in an academic year only with the prior permission of the Principal.

Medical Leave:

Students suffering from any communicable diseases will be permitted to attend the school only after the Ministry prescribed period of leave and after submitting the medical certificate attested by the Ministry of Health.

* 96% overall student attendance is accepted by KHDA as Good.

GUIDELINES FOR ABSENTEES:

- The parents are advised to check and follow up on the weekly break ups/projects/ assignments / worksheets/ notifications / announcements and circulars updated on mail regularly.
- The child is encouraged to copy down the missed notes during the activity periods (Free flow period)
- Worksheets and circulars are kept aside for the absentees and given to them as soon as they report back.
- The parents are encouraged to go through the missed lessons with the child and ensure that the notes are up-to-date.
- The class teachers and subject teachers make sure that the notes are completed without much delay.

OUT PASS/EXIT PASS:

No student may leave the class room except by special permission supervisor and must obtain an out pass duly signed by the class teacher. An Exit Pass is issued to parents when they take their child from school during the school's working hours. This will be considered when the child suddenly falls sick, needs medical help or for other emergencies. In such cases, the parent should visit the school, collect the Exit Pass from the concerned supervisor, and fill in the details of his child's grade, section

and the reason for leave. This slip once signed by the parent, will then be authenticated by the child's class teacher. While leaving the school with their child, the parent will submit this slip to the security guard. In order to ensure safety of Own transport students, a Guardian card has been issued to all Own transport student's parents of Grade 6 and below. It is obligatory for the parent to be filled and submitted an Own Transport undertaking letter provided by the School to arrange for an authorized person to collect the student. Kindergarten student's parent or guardian should sign in the out pass register before collecting the student from the class teacher during the dispersal.

RECORD OF LATE ATTENDANCE:

The purpose of this register is to keep track of the students reaching school late after 7.45 a.m.(the scheduled time). Parents and students using own transport are requested to note that all students reporting later than 7.40a.m. to school will get a 'LATE' remark in their school calendar. At the third instance of getting such a remark the student will not be allowed to attend classes unless the parent meets the principal and gives an undertaking to report to school on time.