



Attendance and Punctuality Policy

2025-26

Introduction

Al Resalah American International School believes that regular attendance is an essential prerequisite of effective schooling. Students need to develop and maintain good habits of regular attendance and punctuality if they are to make the most of their time at our school.

The minimum expected attendance is 98% as attendance of less than 98% has been shown to compromise student attainment. If days are regularly missed, then continuity of learning and progress are significantly hampered as pupils find it difficult to catch up with missed work. Attendance represents 12 of the behavior marks and tardiness represents 8 marks.

SPEA's commitment to good attendance has been taken into account in drawing up this policy.

Aims

The aims of the RAIS attendance and punctuality policy are:

- To encourage prompt arrival at school
- To encourage regular attendance
- To ensure that routines are in place for monitoring attendance and for early identification of any violations.

Roles and Responsibilities

The responsibility for raising and promoting attendance is shared by parents, students and by all school staff.

By co-operating and working together we can improve attendance and this in turn will raise achievement. All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Parents are responsible for

- Making every effort to ensure that their child attends school every day and arrives on time.
- Informing the school on the first day of absence if their child is unable to attend school

- Providing the school with a valid reason for all absences.
- Scheduling family vacations to coincide with scheduled school breaks.
- Helping students to understand the importance of going to school and showing disapproval of missing school.
- Making all appointments outside of school time e.g. dentist / doctor. In the event of this not being possible, parents are asked to inform the school of the appointment prior to the appointment date. The school may request to evidence for the appointment.

Supervisors are responsible for

- Marking the attendance every morning by 8:30 a.m.
- Calling parents immediately in case of students' absence without an excuse.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, inconsistencies in patterns of attendance
- Informing the social worker where there are concerns and acting upon them.
- Following up with parents to provide an acceptable excuse for their children's absence.

Social worker is responsible for

- Following the code of conduct in addressing all attendance and punctuality issues.
- Organizing an individual student monitoring and rewarding system to target students with poor attendance.
- Emphasizing to students the importance of good attendance and punctuality.
- Discussing attendance issues at parent/teacher conferences when necessary.
- Creating intervention plans and monitoring progress.
- rewarding students who have achieved 100% attendance that term.
- promoting attendance and punctuality.
- Following the code of conduct, the social worker will:
 - Contact parents if the absence of their children reaches 3 days.
 - Send the first warning after 5 days of absence along with 4 marks deduction
 - Send the second warning after 10 days of absence along with 8 marks deduction
 - Send the Final warning after 14 days of absence along with 12 marks deduction

NB: Students' expulsion of the school will be after 15 days of absence and the student may not be re-enrolled in the school.

Kindly refer to the Ministerial resolution No. (851)

Appendix (27) To the Ministerial Resolution No. (851) of year 2018
on the Code of Behavior of Students in General Education Institutions
Form No. (27)

**Undertaking of the guardian on the commitment
of their son/ daughter to school attendance**

I, the guardian of the student, do hereby undertake that my son / daughter shall comply with the school attendance, and not to be absent unless for an acceptable excuse. I am aware that the acceptable excuses are (illness, travel abroad for treatment, and death of a relative). I shall provide a written excuse for the illness of my son / daughter according to the policy of the Ministry of Education.

In case there is a personal excuse, I shall communicate with the school management within two days from the absence incidence to explain the reason for the absence.

Verbal warning (SMS)	First notice	Second notice	third notice	Student Expulsion
After the absence for 3 days	After the absence for 5 days	After the absence for 10 days	After the absence for 14 days	After the absence for 15 days

Valid Absence Excuses

- Parents should be aware that absence can only be accepted for the following reasons:
 - Sickness which should be proved by a medical certificate if after 2 days in length.
 - Close family bereavement up to a maximum of 5 days.
 - Official meeting / business out of school which must be proven by a letter from the official body.

Requesting a leave during the school year

- Parents considering taking their child out of school during term time should submit a written request to the social worker. The application does not, in itself, guarantee that the request will be authorized.

- As part of their application parents will be expected to demonstrate a willingness to make arrangements that cause least disruption to their children's learning.
- The leave approving person will consider each individual application considering:
 - The student's current absence record
 - The number of previous similar requests
 - The year group the student is in
 - Proximity to major assessments
- Parents taking their children out of school during term time without the School's authorization not only impacts negatively their children's educational opportunities but also risk losing the children's place at the school.

Punctuality

Tardiness:

Al Resalah American International School is keen to raise its students on commitment and order, love of learning and work, and respect of time.

It also ensures that all students have their full right to education and learning, and their attendance and participation in all programs, events and activities since the beginning of the school day at 7:30 am.

Poor punctuality is not acceptable. If the student misses the start of the day, they not only miss learning time but also the direct teaching that occurs at the start of the day. Late arriving students also disrupt lessons and entering the class once the lesson has started can be embarrassing for the child.

Lateness Procedures:

- Attendance and punctuality will be promoted through assemblies and in monthly newsletters.
- Students must be present on the school campus at 7:25 am before the commencement of the Assembly (7:30 am); Attending the Assembly is mandatory.
- Parents receive a message regarding their children's lateness.

- Following the code of conduct, the social worker will:
 - Send a verbal warning message to parents after 3 days of lateness
 - Send the first warning email after 5 days of lateness along with 2 marks deduction
 - Send the second warning email after 10 days of lateness along with 4 marks deduction
 - Send the third warning email after 14 days of lateness along with 6 marks deduction
 - Send the final warning email after 15 days of lateness with 8 marks deduction.

	3 times	5 times	10 times	14 times	15 times and more
Tardiness	Verbal Warning via whatsapp message	First Written Warning + 2 marks deduction	Second Written Warning + 4 marks deduction	Third Written Warning + 6 marks deduction	Final Written Warning + 8 marks deduction

Approval and Review	
Review date	May 25 th 2025
To be reviewed on:	May 25 th 2026
Approved as Policy by:	Principal: Mohannad Al Jayousi 