

**GEMS**

مدارس السعودية العالمية
Saudi International Schools
DHAHRAN

Attendance and Truancy Policy

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

1. Policy Objectives

This policy aims to develop habits of good time management and regular attendance. It also aims to encourage students and their families to subscribe to the “every lesson counts” message, and to ensure that all members of the school community understand their role in encouraging good attendance and punctuality.

2. Policy Scope

This policy applies to children, families, staff, and administration at GSIS.

3. Policy Actors

- GSIS School Leaders
- GSIS Teachers
- GSIS Administrative Staff

4. Related Policies and Procedures

- Sick Child Policy.
- Student Code of Conduct & Disciplinary Procedure Policy.
- Anti-Bullying Policy.

5. Related Forms

- Parents’ handbook
- Teachers’ handbook

6. Terminologies

Truancy: means any absence of part of or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian.

Tardiness: means the habit of being late or delaying arrival which is considered as misconduct.

7. Attendance and Truancy Policy:

Responsibilities:

GSIS Principal is responsible for:

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- Monitoring trends in authorized and unauthorized absence.
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be rGSISed or advice sought.
 - Ensuring that all teachers properly account for student attendance in a timely manner.
- LiGSISing with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring that the attendance policy is followed and that the disciplinary procedures are carried out
- LiGSISing with and discussing with parents' issues relating to attendance.
- Reporting termly to the Superintendent on progress against targets and cases of persistent non-attendance
- Working collaboratively with the GSIS staff to create an attractive and welcoming environment for students.

Teachers are responsible for:

- Keeping accurate and up-to-date registers.
- Keeping an overview of class and individual attendance, in particular, poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for non-attendance offered by children and parents/guardians.
- Monitoring follow-up once actions have been taken to address attendance concerns.
- Working cooperatively with the student's parent or guardian when the student's attendance record impacts academic performance.
- Setting an example by arriving promptly to lessons.

Administrative staff are responsible for:

- Contacting families where concerns are rGSISed about absence.
- Monitoring individual attendance and tardiness daily.
- Maintaining accurate records on student attendance and preparing a list of the previous day's absences and/or tardiness stating the status of each.
- Informing GSIS principal on a formal and informal basis of patterns of attendance.

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- Informing the student's parent/guardian of the student's attendance and work cooperatively with the school counselor, with the parent/guardian and with the student to solve attendance problems.

Parents/Guardians are responsible for:

- Ensuring that their children arrive before the start of the school day.
- Ensuring that the school has current contact details in case of an emergency.
- Notifying the school on the first day of absence no later than 9 am to indicate the reason for the student's absence so that the school can maintain accurate records.
 - Supporting GSIS's attendance and truancy policy and cooperate with school in solving issues related to attendance.

Students are responsible for:

- Arriving at school on time, ready for the morning bell.
- Attending school and all timetabled classes whenever they are well enough to do so.
- Obeying policy procedures and following the correct procedures when absent from an assigned class or other instructional activity or when absent for the whole school day.
- Requesting any assignments missed due to an absence; and completing assigned work in a timely manner.

Excused Absences:

These include family authorized absences and school authorized absences.

The following reasons shall be sufficient to constitute excused absences:

1. Family authorized excused absences:

- Personal illness (a doctor's note is required for a student absent for two or more days in a term)
- Death in the student's immediate family.

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- c. Medical or dental treatment (every effort should be made to schedule appointments during non-school hours).
- d. An emergency or other circumstance approved by GSIS principal.
- f. Legal matters including court appearances.
- g. Other activities as approved by the school.

2. School authorized excused absences:

- a. Approved field trips.
- b. National/International scientific, athletic and/or fine arts competitions and events.
- c. Student recognition/awards ceremonies.
- d. Suspension from class or school.
- e. Other activities as approved by the school.

Tardiness:

Tardiness is not excused unless it is for a medical appointment (every effort should be made to schedule appointments during non-school hours). Lateness due to student medical appointments made in the morning is considered excused if there is a written doctor or dentist's note. These appointments will not be counted as a tardy to school.

Lateness for any other reason is considered being tardy. Tardy students are marked as missing part of a school day and will be monitored to decide if they require school intervention.

Each Students must be in class (not just the building) at least 10 minutes before class starts.

No students will be released (Excepts for excused cases by GSIS's principal) before the official time school ends:

Release during School Hours:

Student(s) may be granted permission by the GSIS administration to leave the school premises during the school day:

- To receive instruction at another site.
- To participate in a competition/ event.
- To appear in court or for similar legal procedures.

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- To visit a doctor for medical treatment (every effort should be made to schedule appointments during non-school hours)

School-Based Attendance Interventions Related to Absences/tardiness*:

1 day of unexcused absence/ Tardiness.	Contact parent on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-ups as necessary.
3 days of unexcused cumulative absences/ Tardiness.	Send a 3-Day Unexcused Absence/lateness Letter to parents/guardians.
4 days of unexcused cumulative absences/ Tardiness.	Parents/guardians will be invited to school to discuss the student's attendance/lateness.
5 days of unexcused/ excused cumulative absences/ Tardiness.	Send a 5-Day Unexcused Absence/lateness Letter to parent and refer student school counselor for an attendance intervention conference to be held within five days of the referral. Counselor will develop an action plan in partnership with the student and the student's parent.
7 days of unexcused/unexcused cumulative absences/ Tardiness	A warning letter will be sent to the parents/guardians, another conference to be held including the parents/guardians, school counselor and school principal to discuss the issue and the reasons why the action plan was not implemented.
10 days of unexcused/excused cumulative absences/ Tardiness	Student's parents/guardians will be asked to change schools and will be given a period of 7 days to choose a school and start the transfer procedures.

*Those procedures will be implemented for each semester separately.

*During day 8 and 9 two more warning letters will be sent.



8. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none"> Develop Attendance and Truancy Policy.
School Leaders	<ul style="list-style-type: none"> Revise and approve Attendance and Truancy Policy. Supervise Policy implementation.
School Counselor	<ul style="list-style-type: none"> Implement Attendance and Truancy Policy.

9. Resources

- International best school practice benchmark documents
- GSIS Strategy, Vision and Mission

10. Reference

For more information, please contact the GSIS Superintendent.

11.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Gourra/ CEo	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0