

ATTENDANCE AND PUNCTUALITY POLICY

Approved by: Governing Board

Date: December 2022

Last reviewed on:

Date: August 2026

Next review due by: August 2027

Introduction

ISC-DIP aims to educate students on the importance of being punctual and maintaining attendance. We believe that attendance and punctuality play a crucial part in the development of responsible, self-disciplined and considerate students.

Whilst ISC-DIP has set guidelines for disciplinary matters, a disciplinary consequence is not automatically given to a student without considering the mitigating circumstances surrounding the attendance/punctuality infraction

All members of staff are expected to contribute to promoting high attendance standards, both, by enforcing the rules, and by setting a good example and being positive role models.

Attendance

- Students may not be absent from school unless they have a valid excuse (medical or otherwise), deemed valid by the school management/ local educational authorities. If a situation arises outside of a medical reason or an emergency, whereby a parent considers it necessary for their child to be absent from school they must formally inform the School Administration. Communications on such matters are preferably carried out by email.
- Students who are absent from school must bring in a medical note on their return, which may be given to the supervisor, or parents can email the medical certificate to the school Administration. Failure to do so may result in the absence being considered as unexcused.
- Any student who cannot participate in a Physical Education lesson, may be excused following a medical note from their doctor, or if their parent provides an excuse deemed valid by the school administration. Communications on such matters are preferably carried out by email. Failure to do so may result in the absence being considered as unexcused.
- Attendance is taken first thing in the morning at the beginning of the lesson. Teachers post the names of absent students on the classroom door and the supervisor contacts the parents in the first period to verify the absence. Absences are recorded on the SSMS.



Punctuality

- All students must be in school before the first bell in the morning.
- All students must be in class, seated and ready to learn when the second bell rings.
- Two bells will ring to signify the end of a break time. Students must be in class, seated and ready to learn on the second bell.
- Late students will not be admitted to class without a permission slip signed by the supervisor. Lateness procedures and consequences will be followed as outlined in the KHDA/Parent contract.
- There is no break between consecutive lessons. Students must remain seated and prepare for the next lesson. If a student needs to leave the classroom for any reason in between lessons, they should seek permission either from their teacher or supervisor. If students have to move to a different classroom for their next lesson, then they must do so in a timely manner.