



معتمة من هيئة الشمال الاوسط
للإعتماد وتحسين المدارس
International program
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License No: 4332310185 رقم الترخيص
Curriculum applied: الدبلوم الأمريكي المنهج المعتمد
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شركة مدارس الظهران الأهلية
Dhahran Ahliyya Schools Company



وزارة التعليم

المملكة العربية السعودية
وزارة التعليم ٢٨٠
إدارة التعليم بالمنطقة الشرقية
Kingdom of Saudi Arabia
MINISTRY OF EDUCATION 280
Educational Directorate of the Eastern Province

POLICY AND PROCEDURES FOR STUDENT ATTENDANCE AND PUNCTUALITY FOR GRADES KG - Grade 5

Revised on November 4, 2020

The rules and procedures described in this policy will be monitored consistently in the Principal's office. A report to the Directors' Committee will be made every eight weeks by levels' proctors and the IT department on both sides of the school, based on the rules and procedures outlined below.

1. PURPOSE

The purpose of this policy is to improve the opportunity for excellence in learning and development of work habits by ensuring a high level of student attendance and punctuality. DAS aims to accomplish this purpose by clarifying school policy, monitoring its implementation, and applying consequences consistently and promptly.

2 PRINCIPLES

- 2.1 Attendance and punctuality at school are important for student learning and achievement and also for development of a positive work ethic.
- 2.2 Repeated absence or lateness of one student can affect activities in the classroom and therefore interrupt the learning of other students and the implementation of the teacher's instructional plans.
- 2.3 Parental involvement and support or lack of same sends a strong message to students about the importance of learning and personal responsibility.
- 2.4 As a result of these facts, DAS has established a new policy with the following main points:
 - 2.4.1 Absences, lateness or partial leaves will be counted on a daily basis.
 - 2.4.2 Parents are responsible to teach their child what he/she missed during any absence and perform whatever tasks have been assigned by his/her teachers, whether the absence was excused or unexcused.
 - 2.4.3 Since repeated student absence, lateness or partial leave will inevitably affect that student's learning (and might affect the learning of others in the class), it will result in consequences which the student will find negative and, if not stopped(absences, lateness or partial leaves), may affect the continuation of the student at DAS.

3 RULES

- 3.1 The rules and consequences in this policy will begin from the second week of the first semester of each year because the first week is needed to be sure that everyone fully understands it. Therefore, the first week of school will not be included, even though it will be recorded, but the last week before each vacation and before the examination period at the end of each semester will be included.



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- 3.2 Any absence from any day or partial day is considered as being “without official documentation” and , therefore, unexcused, even if it is to go out of the school with the parent or to leave the school on request/approval of the parent , except for cases that fall in the following six categories:
- 3.2.1 Absence to take official tests or any other test approved by DAS or absence to participate in a competition or event which has been approved by the school will be accepted if the parent/student informs the Proctor at least three days ahead of time and provides official proof of the test or event;
- 3.2.2 Absence in the case of an accident or an illness that begins at school which is recorded and verified in an official certificate by the school nurse;
- 3.2.3 Absence in the case an accident on the same day which is verified by the police;
- 3.2.4 Absence for which the student provides an official medical certificate within one week (five working days) of returning to school;
- 3.2.5 Absence for five working days because of a death in the immediate family;
- 3.2.6 Absence verified by official papers that require the student to go to the court or to a governmental agency or to a hospital that has specified a particular appointment which requires absence from school.
- 3.3 The maximum number of absences without official documentation per year will be 8 days for KG and grades 1 + 2 (Boys & Girls) and 5 days for grades 3 to 5.
- 3.4 If the total number of absences for any reason, excused or unexcused, with or without official documentation during any term is more than double, the maximum permitted without official documentation (see point 3.3, above), the student will not be registered for the following academic year. The only exceptions to this rule will be connected with extreme cases of absence tied with one of the six categories of excusable absence that are proven by dependable documents. In such a case, parents and principal (with advice from the supervisors and teachers involved) will coordinate to make arrangements to be sure the student’s learning is not negatively affected.
- 3.5 Punctuality will also be considered on the basis of days. The Proctor and teachers will record attendance or partial leaves. Partial leaves and late arrivals to the circle time or the first period (7 times for Kg-grade 2 and 5 times for grades 3-5) will equal to one day. Partial leaves will increase the number of unexcused absences which will be considered in determining if the student will continue in the school for the next following year.
- 3.6 In the case of absences, including those instances when lateness or partial leaves are converted into one unexcused absence, the following consequences will apply.
- 3.6.1. On the first and second unexcused absence for KG to Grade 2 and on the first absence for grades 3-6. the Proctor will contact parents by telephone or email to clarify the violation and remind the parents of the policy.
- 3.6.2 On the third unexcused absence for KG to grade 2 and second for grades 3-5 OR if the total of the excused plus unexcused absences reaches 40% of the maximum permitted (see point 3.4, above):



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The Counselor will arrange a meeting with both parent and student to discuss the implications of the policy and design/revise an improvement plan, a copy of which must be kept in the student record. The Principal will be informed and will apply an appropriate consequence from those listed in the Student Commitment Code for Level 3. * The Proctor informs both parents by email if there is a fourth unexcused absence.

- 3.6.3 If a student has 5 unexcused absences for KG to grade 2 and third absence for grades 3-5 or more (including the absences that are the result of repeated lateness to class or excuses) or 60% or more of the total absences permitted including both excused and unexcused (see point 3.4, above), the Principal will prescribe a consequence from Level 4 *and will also place the student "On Probation". Parents of the student on probation should understand that their child must have the Principal's signature to miss any class for any reason and that the school might not accept the student in the following year.
- 3.6.4 On the sixth unexcused absence for KG to grade 2 and fourth for grades 3-5 (including absences, lateness or partial leaves resulted from those converted into days) OR if the total of the excused plus unexcused absences reach 80% of the maximum permitted (see point 3.4, above): The Principal who will give the parent 2nd warning that the school may not accept the student next year. The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5. * The Proctor will inform both parents by email if there is a seventh unexcused absence.
- 3.6.5 On the eighth unexcused absence for KG to grade 2 and fifth for grades 3-5 including absences that resulted from repeated lateness or partial leaves OR if the excused plus unexcused absences reach 100% of the maximum permitted (see point 3.4, above): The Principal will clarify to the parent that the student will not be accepted the following school year if there is any further absence or lateness. The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5 *
- 3.6.6 If there is an additional absence whether related to absence or repeated lateness or partial leaves, the Principal will inform the parents that their child will not be able to continue at DAS in the following year. A plan will be set for completion of the current year without further problems for the student or for the school.

* only applies for elementary

- 3.7 Parents of students who have an excused absence make sure that their children must learn the skills and content and hand in all the work that was assigned in the period they missed but can be given an amount of time which is double the amount of time they were absent. As an example, if the student is out of sick for 5 days, he/she has 10 school days to hand in the work, starting from the day he returns to school. Teachers will do their best to help as much as they can, but the parents and students bear responsibility for the work missed.

* only applies for elementary



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- 3.8 For an unexcused absence, the parent is responsible to ensure that the student learns the skills and content lost because of the absence.
- 3.9 If the parent is asked to come for a meeting to discuss a student's absences or lateness and does not come or call to make an alternative appointment, the student will not be allowed to attend any class until the parent does so. The Proctor will inform the parent and will arrange for the student to wait in the Proctor's/Principal's office until the parent arrives.

4 PROCEDURES

4.1 Students leaving school early

Any periods missed as a result of a student leaving school early will be added to the list of unexcused absences unless evidence is provided that the reason for the absence is one of the six permitted for excused absence and unless permission is given in writing by the Principal. This is the case even if the parent has asked for the leave. The Proctor is responsible to keep a record of any student leaving early, the time of departure, and the reason for leaving. The Proctor is also responsible to get the Principal's signature on the record to show that he/she gave permission for the student to leave, regardless of whether it is an excused or unexcused absence.

4.2 Contacting parents in case of students absent in the morning

If a student's absence has not been confirmed and explained by 8:30 am on the first day of an absence, the Proctor will try to contact parents by email or SMS and also by telephone to ensure the safety of the child and clarify the situation. The Proctor will keep a log of all such emails and calls. The absence will be unexcused unless written documentation is provided on the return of the student to school and the evidence is such that it can be accepted as suitable according to DAS policy to consider the absence as "excused". The decision about whether the absence is excused or unexcused cannot be made by the teacher but can only be made by the Proctor -- in the case of a student who is not on probation -- or by the Principal --in case of a student who is on probation.

4.3 Excused absences

Excused absences with documentations are accepted according the six excuses mentioned previously.

4.4 Unexcused absences

- 4.4.1 On the first and second unexcused absence for KG-Grade 2 and first absence for grades 3-5 the Proctor, will contact parents to clarify the reasons and remind the parents of the policy.
- 4.4.2 On the third unexcused absence (including those transformed from repeated lateness or leaving school early) for KG-Grade 2 and second absence for grades 3-5 OR if the total of the excused plus unexcused absences reaches 40% of the maximum permitted (see point 3.4, above): The Proctor will inform the Counselor who will arrange a meeting with both parent and student to discuss the implications of the policy and design/revise an improvement plan, a copy of which must be kept in



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the student record. The Principal will be informed and will apply an appropriate consequence from those listed in the Student Commitment Code for Level 3. *The Proctor informs both parents by email if there is a fourth unexcused absence.

- 4.4.3 On the fifth unexcused absence (including those transformed from repeated lateness or leaving school early) for KG-Grade 2 and third absence for grades 3-6 OR if the total of the excused plus unexcused absences reach 60% of the maximum permitted (see point 3.4 above): The Proctor will inform the Principal who will meet with the parent and student within five school days and give the student a formal letter (first warning) saying that he is now “On Probation”. A student on probation should understand that he/she must have the Principal’s signature to miss any class for any reason and that the school may not accept the student next year. The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 4.*
- 4.4.4 On the sixth unexcused absence (including those transformed from repeated lateness or leaving school early) for KG-Grade 2 and fourth absence for grades 3-6 OR if the total of the excused plus unexcused absences reach 80% of the maximum permitted (see point 3.4, above): The Proctor will inform the Principal who will give the parent 2nd warning that the school may not accept the student next year. The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 5.* The Proctor informs both parents by email if there is a seventh unexcused absence and reminds them of the policy.
- 4.4.5 On the eighth unexcused absence (including those transformed from repeated lateness or leaving school early) for KG-Grade 2 and fifth absence for grades 3-6 OR if the excused plus unexcused absences reach 100% or more of the maximum permitted (see point 3.4, above): The Proctor will inform the Principal who will clarify to the parent that the student will not be accepted the following school year if there is any further absence or lateness. The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 5.*

4.5 Lateness/Partial leave

On each case of lateness, the teacher will record lateness, warn the student verbally and send notice to the Proctor, who will record time of lateness and send SMS to parents.

4.6 Unexcused lateness

- 4.6.1 Whenever the student has been late (7 times for KG-Grade 2, and 5 times for grades 3-5) to a given class without an acceptable excuse, those lateness will be counted as one unexcused absence to that class. The Proctor will inform the parent by email and also inform the counselor who will call the student in to discuss the matter and guide him in writing or revising an improvement plan. Counselor will contact the parent by email to inform him of the discussion and consequences.
- 4.6.2 Whenever the total number of unexcused lateness times(14 times for KG-Grade2, 10 times for grades 3-5) the Proctor will inform the principal who will require that the parent comes in to a meeting with him and the student to revise the improvement plan and clarify the roles of each



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person in implementing it. The plan must be signed by principal, parent and student. The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 3.* The students starts filling in a daily follow up form and submits it to the counselor at the end of each day. The student's cooperation in completing these forms and improvement in punctuality or lack of same will be taken into consideration when considering future consequences and deciding about the status of the student.

- 4.6.3 Each time the student is late for 3 more times , the Principal asks the counselor about the student's cooperation and progress, meets with the parent and student and applies an appropriate consequence from those listed in the Student Commitment Code for Level 4*

* only applies for elementary

4.7 Parents

4.7.1 Raising awareness of parents

The policy will be maintained on the school's website and updated immediately when any change is made. Further, the policy will be included in the Parent-Student Manual which is given to each parent through the website and, at appropriate times, on paper. In addition, at the time of any major change in the policy, parents will receive a copy of it and will be required to send the school a signed form stating that they have read it and that they take responsibility for their child's understanding of the DAS rules and consequences.

4.7.2 Meeting with parents

If the parent is asked to come for a meeting to discuss a student absence or lateness and does not come or call to make an alternative appointment, the student will not be allowed into class unless the parent comes to school..

4.7.3 Informing parents of final decisions

If the number of absence/lateness exceeds the number allowed, the principal will inform the parent in writing that the school will not accept the student in the following year.



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Appendix:

Distance Learning Attendance Policy

Distance learning is considered to be important for students to gain and develop key skills and knowledge in various subjects, Consequently, attendance is a major element in this process and parents play a significant role in preparing a suitable setting for their children to continue their learning virtually.

Students are expected to be fully ready prior to each period, they should have their laptops along with all other necessary materials . They are also required to turn on their cameras and microphones during the lesson .

Students' excused absences and tardiness will be counted as per the original attendance policy, but unexcused absence or tardiness, during the distance learning period, will be counted as following:

General Rules:

- Absence and tardiness will be counted by periods and not by days.
- When students are late for more than 50% of the class period time, they will be counted as absentees.
- Students who attend classes while turning off the microphone and the camera and not responding and participating actively, they will also be counted as absentees.

Kindergarten:

- For every 18 times a student is late for a class, he/she will be counted absent for one day.
- For every 9 times a student is absent for a class, he/she will be counted absent for one day.

Kindergarten (1 – 2)	Bothina.Al-Romaih@Das.sch.sa
Kindergarten (3)	Maram.Al-Qahtani@Das.sch.sa

Elementary School, (Grades 1 – 5):

- For every 14 times a student is late for a class period, he/she will be counted absent for one day.
- For every 7 times a student is absent in a class period, he/she will be counted absent for one day.

Excuses & sick leaves will be sent via Email to the following proctors:

Early Elementary Level – grades 1-2 (Boys)	Deemah.Alkathlan@Das.sch.sa
Elementary Level - grades 1-5 (Girls)	Aisha.AL-Baluchi@Das.sch.sa
Elementary Level – grades 3-5 (Boys)	Esaa.Alsaeed@Das.sch.sa