



## ATTENDANCE POLICY

### 1. Importance of Attendance:

1.1 Regular attendance is crucial for academic success and positive educational outcomes.

1.2 The school emphasizes the importance of punctuality and consistent attendance as it promotes student engagement, continuity of learning, and active participation in the school community.

### 2. Reporting Absences:

2.1 Parents/guardians are responsible for promptly reporting student absences to the school office. This can be done through a designated attendance line, online portal, or other established communication methods.

2.2 Absences should be reported on the day of absence or before if possible, indicating the reason for the absence.

### 3. Excused and Unexcused Absences

3.1 Excused absences include illness, medical appointments, family emergencies, religious observances, and other reasons approved by the school administration.

3.2 Unexcused absences refer to any absence not covered by valid reasons or when prior approval has not been obtained from the school administration.

### 4. Attendance Tracking and Records

4.1 The school will maintain accurate attendance records for all students on K-12, including arrival and departure times, and reasons for absences, with immediate notification to parents.

4.2 Parents/guardians have access to their child's attendance records easily from K-12.

### 5. Tardiness

5.1 Students are expected to arrive at school and class on time.

5.2 Excessive tardiness will be addressed through appropriate interventions, which may include counseling, parent/guardian conferences, or disciplinary actions as outlined below.



## **6. Consequences for Unexcused Absences and Excessive Absenteeism**

6.1 Unexcused absences and excessive absenteeism may have consequences as outlined below.

6.2 Consequences may include additional assignments, makeup work, loss of privileges, parent/guardian conferences, academic support interventions, or referral to appropriate support services.

## **7. Makeup Work**

7.1 Students are responsible for making up missed assignments, homework, and tests due to absences, whether excused or unexcused.

7.2 Teachers will provide reasonable opportunities for students to complete makeup work within a designated timeframe.

## **8. Support and Intervention**

8.1 The school will provide support and intervention programs for students with chronic attendance issues.

8.2 The school administration, counselors, teachers, and support staff will collaborate to identify and address the underlying causes of attendance difficulties and work with students and parents/guardians to improve attendance.

## **9. Communication with Parents/Guardians**

9.1 The school will maintain regular communication with parents/guardians regarding their child's attendance, including notifications from K-12 of unexcused absences, tardiness, and attendance concerns.

9.2 Parents/guardians will be encouraged to actively engage in discussions regarding their child's attendance and collaborate with the school to support regular attendance.

## **10. Policy Review**

10.1 This policy will be periodically reviewed to ensure its effectiveness and alignment with changing regulations, guidelines, and community needs.

10.2 Feedback and input from stakeholders, including parents/guardians and staff, will be sought during the review process to ensure the policy reflects the interests and concerns of the school community.



### **Attendance and Punctuality:**

- The school timing is as follows:  
Pre-K & KGs All the weekdays from 7:15 am till 1:00 pm except Tuesdays 7:15 am till 12:30 pm.  
Grade 1 till G12 the weekdays from 7:15 am till 1:00 pm except Tuesdays 7:15 am till 12:30 pm.
- School Gates will be open for students from 6:30 am till 7:15 am.
- Parents who drop and pick their child(ren) on their own or uses private transport facility should ensure to comply with the school timings.

### **Procedure for late arrivals:**

- The school gate (G6) closes at 7:15 am; late students cannot attend the first period.
- Late arrivals must enter through Gate No. 3.
- Students arriving after 8:00 am will be denied entry, and parents will be contacted for immediate pick-up.
- For medical-related delays, please submit the appointment slip to the reception so that the student can attend classes.
- Absences and lateness will be noted on the students' report cards.
- Frequent defaulters will be added to the de-registration list will be monitored (till student improve his attendance). Final decision will be made by the school principal to check the improvement in such area.

**Punctuality:** Students with 100% attendance in each term will be presented with a 100% Attendance Certificate in recognition of their positive behavior.

### **Leave Rules:**

In case, a student is unable to attend school for a particular reason, the procedure given below is to be followed:

- A student must obtain prior permission from the Principal, in writing, before leave is availed.



- A student may take medical leave for a period only determined by his/her doctor, who must be a 'Registered Medical Practitioner' or in consultation with HMC. Any certificate from a non-recognized medical person will not be entertained.
- A student may take pre-sanctioned leave for a family function. A maximum of three days' leave would be granted apart from the time of travel (for outstation trips).
- A short leave may be availed in case of an emergency on a working day. A request letter for permission has to be submitted. It has to be granted by the Principal.
- Students who are absent on the first and last day of the term or unexplained absence from the school for seven consecutive days, without permission, may have their names removed from the register and will be re-admitted only if there is any vacancy and on payment of the usual admission fee. 75% attendance is mandatory for every student in order to qualify for assessments, exams or any school award or reward system. Lesser attendance than this will also make them liable for disciplinary action.
- Parents should inform the school authority through a phone call/ E- mail in case the child is absent under any circumstance. Long absence is not permitted. It might affect the promotion to the next grade.
- No leave will be granted during the examination period.
- If due to any reason (illness, injury etc.) a child is expected to be absent, the parent/guardian should inform the school the same morning via email (reception@hasqatar.com) or phone call (+974 5000 8366). The school will arrange work to be sent home if requested by the parent.



### Unauthorized Absence:

Sl. No.	Unauthorized Absences per Semester	Action
1.	1 Day	Notify parents through the K12-NET portal (daily notification)
2.	2- 4 Days	Notify parents through K12-NET and will receive a call from supervisor/Students Affairs Coordinator
3.	5 Days or more	Parents should meet the administration and sign a warning letter
4.	10 Days or more	The case will be referred to Senior leadership.
5.	15 unauthorized consecutive/ non-consecutive absent days	Students will be on the De-Registration list/ student may be asked to repeat the academic year.

**In the realm of academia, the student is hereby forbidden from participating in the following assessments:**

1.	Mid-Semester 1 Exams for all subjects	Should the student's unexplained absences stretch beyond seven school days, either consecutively or sporadically from the start of the academic year.
2.	Final Exams of the First Semester in all subjects	They are off limits if the student's unexcused absences surpass ten school days since the commencement of the academic year.
3.	Mid-Semester 2 Exams for all subjects	Furthermore, the student shall not be allowed to take mid-semester 2 exams for all subjects if their unexplained absences reach a total of 13 school days, consecutively or intermittently, since the start of the academic year.
4.	The End-of-Second Semester Exams in all subjects	They are strictly prohibited if the student's unexcused absences reach a total of 15 consecutive or sporadic school days since the commencement of the school year.

**Should a student be absent on exam days without a valid excuse and without prior notification from their guardian, they will be ineligible for a retake of the exam. Additionally, they may participate in the second round of exams with a maximum score of 100%.**

### Skipping and Late to Class:

A student who is present at school but fails to attend class is considered to have cut class. Students who do not go to class but sit in the other classes or school facilities



will be considered to have cut class (skipping). This results in appropriate discipline action (Suspension) taken by the social worker. Students who are found outside the classroom without passes will be considered skipping.

**To monitor and prevent skipping classes attendance is taken every lesson.**

Number of Tardiness (Lateness)	Procedure	
1.	First Verbal Warning	Informing the Parent
2-3	First Notification letter	Informing the Parent
4.	First Warning letter	Meeting with the Parent
5.	Second Warning letter	Meeting with the Parent
6.	Student will be sent home	Meeting with the Parent and signing a pledge.

### **Children Leaving School Early:**

- Any parents or guardians requesting to take their child from class should be directed to the front admin office first to discuss the matter and sign the early leave form. The signed note is then sent to the teacher and the child is released.
- For the sake of clarity, children who are marked as present in the morning registration period cannot be marked as absent for the afternoon period but will be marked down as leaving school early.
- Please note that to release students to a driver or nanny, the school must have written notification from parents or a guardian.
- Parents are requested to avoid making dental or medical appointments within school hours.

### **Car Park:**

The front car park is very congested at the beginning and end of the day. While every effort is made to supervise and manage the flow of traffic, all parents, drivers, and other supervising adults are politely requested to exercise common courtesy and to follow the directions of the guards at all times. Please follow the car park guidelines below:

- Park only in designated areas.



- Do not leave any vehicle unattended if it is not in a designated parking space.
- Maintain a slow and safe speed at all times.
- Do not park or stop by the bus collection area.
- Be aware and vigilant of students and adults crossing the road.