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مدرسة الامارات الدولية - جميرا EMIRATES INTERNATIONAL SCHOOL - JUMEIRAH

EISJ- Attendance and Lateness Policy Guidelines.

Student Attendance and Lateness.

Research shows that missing 10 percent of the school, or about 18 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as chronic absence.

School and KHDA policies state that students are required to be present at school for at least 85% of all instructional days. We presently have some students who are failing to meet this requirement because of excessive absences and lateness. Students who have an attendance below a level where they cannot possibly make their attendance up to 85% by the end of the year even if they attend school every day for the remainder of the year are offered then opportunity to attend Saturday School to increase their attendance percentage.

Heads of Year will send letters to students and their families who currently have attendance below the required level, informing them that they are not meeting requirements in terms of attendance. These students will be required to make up for these absences by attending **Saturday Morning School** which will begin in April (dates to be confirmed). Students will be expected to get work to do on these mornings which will run from 8:00am -11am until they have reached the required days of instruction.

Travel Leave:

The nature of an International School often results in families having to travel during the school term. If this circumstance occurs, parents must write to the Dean of Students, Steve Brown requesting leave from school at least 3 working days in advance of the travel. The student will be given a form to take to all of his/her teachers informing them of the leave. Teachers will set work for the student to take with them. The form will be given to the Dean of Students prior to the student traveling and a copy given to the student to take with them. If the work is satisfactorily completed and turned in on the student's return to school leave will be granted. This then will not affect the student's attendance. Students who do not complete the assigned work will be marked absent for the days that they were away.

Lateness.

The school is concerned about the number of students who are regularly late to school and to classes during the day. Parents will be informed by an automated system when their child is late to school or to class. Students who are late of 3 or more occasions will be required to make up the time that they missed by completing after-school or Saturday School sessions. Students who incur 3 such sessions will also attend Saturday Morning School.

Steve Brown Dean of Students

03/17