



## **Attendance Policy**

### **Introduction:**

- The school values regular and punctual school attendance of all its students and staff.
- It meticulously tracks and monitors attendance through RFID.
- The faculty implements the actions necessary to promote good attendance.
- 75% attendance is the minimum requirement for students to appear for the CBSE Examinations of Grades X and XII.

### **Aims and Objectives:**

- To create awareness in all stakeholders of the importance of regular attendance and punctuality.
- To improve students' performance by ensuring high levels of attendance and punctuality.
- To achieve 98% attendance for all students, apart from those on RAHHAL.
- To acknowledge perfect attendance and punctuality of students and staff.
- To establish a system of monitoring attendance and ensuring consistency in dealing with absence.

### **Absence:**

- A student is marked absent if he does not attend school.
- In case there is a valid reason and leave is sanctioned, the student is granted Permitted Leave (PL).

### **Grounds of Permitted Leave:**

- Absence due to sickness which must be accompanied by medical certificates and reports approved by the concerned authorities.
- Representing the school in events with prior permission from the school Principal and Director.
- Death of a relative.
- Other cases allowed by the KHDA.

**Planned Absence:**

- If a parent knows in advance that his/her child will miss school for a number of days, he can request for planned absence. The note must be submitted prior to the planned absence.
- The school retains the discretion to sanction leave for any urgent and reasonable absence for which there is a written request.

**Attendance Awards:**

- Students attaining 100% attendance will be awarded. Sanctioned leave is however not taken into account while considering the award.
- From Grades VI to XII, House Points are awarded for attendance.
- The winning House is awarded a Rolling Trophy at the end of the academic year.
- In the Primary section, classes are awarded Golden Stars for attaining maximum attendance.

**Withdrawals:**

- Two weeks prior to withdrawal, an online application must be submitted to the school.
- A completed clearance form, is to be submitted to the school office after the online application. In case of an International transfer or to another Emirate, a fee of AED 120/- is to be paid for the Transfer Certificate.

**Deletion from School Rolls:**

- Absence from school for a period of 30 continuous days without prior permission from the school authorities.
- Display of gross misconduct.
- Students struck off the rolls may be considered for readmission to the school at the Principal and Director's discretion. However, the student is required to follow the formalities of new admission.