ATTENDANCE, LEAVE & LATENESS POLICY

PURPOSE OF STUDENT ATTENDANCE, LEAVE AND LATENESS POLICY

BFIS aims to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer. We want every pupil to attend school every day that they can and hold the view that regular attendance is important to ensure the best possible learning outcomes for all of our pupils. This attendance policy sets out what is expected so that this may be achieved.

Main objective of this policy is to raise attendance and improve punctuality by:

- Ensuring that all pupils have full and equal access to the best education that BFIS offers in order to increase learning.
- Ensuring maximum number of teacher-student contact hours.
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded and communicated promptly and consistently.
- Making parents/guardians aware of their legal responsibilities.

SCOPE OF THE POLICY

- Ensuring a child's regular attendance at school is a parent/guardian responsibility and permitting absence from school without a good reason is treated as violation of school code of conduct.
- Under the regulations of MOE&HE, the school management is responsible for making sure the school keeps a proper attendance record.
- An absence is treated as authorized when a child is away from school for a legitimate reason and the school has received a leave request from a parent or guardian.
- Only the school has discrete authority to grant or reject any leave.
- Not all absences reported by parents will be classified as authorized.

ARRIVAL AND DEPARTURE PROCEDURES

- Parents are responsible for the timely pick and drop of their children in front of the school gate.
- Students availing bus facility will use the back gate for arrival and departure.
- School will not bear any responsibility of a child who is not dropped off/ picked up from the designated spots.
- BFIS staff officials are on duty from 6:30 am. This is to ensure that any early arrivals are supervised. At times when it is very hot, these designated staff will ensure that children may sit inside where it is much cooler. Staff will supervise both indoor and outdoor areas.

- Road safety staff officials are on duty from 6.30 am to ensure the steady flow of traffic and that children and adults can cross safely to enter school.
- Children who arrive after 7:15 must go to the Admin office, where they need to register themselves in the digital record.
- Students arriving late will enter their school ID and registered phone number of the parents along with a justifiable reason for being late.
- A permission slip will be issued by the system, which is required to join their respective classes.
- An email for late arrival will be sent to the parents for their information.
- **Frequent late arrivals will be considered as serious violation of school discipline and rules.**
- **The school reserves the right to disallow any frequent late comer to join classes by sending them back to home.**
- Students continuously arriving late throughout the academic session will be served with a termination letter at the end of the academic year.
- **No students will be allowed to stay inside the school after 1:30 pm. School will not bear any responsibility of a child.**
- **Students leaving school premises after 2:00 pm will be issued warning letter for compromising safety and security procedures.**
- **Frequent late pick up or late departure (after 2:00 pm) of the students after school hours can result into strict disciplinary action including warning, suspension or even termination if required.**
- **Parents are prohibited from parking their vehicles in front of any school gate or stopping in a manner that obstructs traffic. In case of violation, the school reserves the right to take disciplinary action against the parents.**

Note: School will bear no responsibility of the students who are not picked up by their parents 30 minutes after the leaving time.

PROCEDURE FOR ATTENDANCE

- At BFIS entrance doors open at 06:30 am, and the students must report before 06:50 am.
- Any student reporting late (after 07:15 am) is directed to Assistant Principal / Coordinator to get approval (late arrival permission).
- Frequent late arrivals can lead to disciplinary actions including caution, warnings and temporary suspension of the student.
- **Registration is done from 07:00 to 07:15 a.m. Any student not present during this time will be marked absent.**
- Class teachers mark digital attendance of their class students in the registration period.
- In case of unauthorized absence of a student, an auto generated absent report is sent to the parent.

LEAVE RULES, ATTENDANCE AND LATENESS

- No unauthorized leave is allowed for the students. Parents must apply for leave of the child through school portal.

- All students must have a minimum of 80% attendance in order to qualify for the promotion to the next class or to appear in internal as well as in external examinations.

- Any students having attendance less than 80% is detained in the same class.
- All students should apply for any type of leave in advance to the Assistant Principal on the School Portal (leave application tab).
- In case of medical leave, the students must submit a medical certificate from Hamad Medical Corporation, allied hospitals and other public sector hospitals.
- Exemptions in tests/exams will be granted only after the approval by the Assistant Principal to the students who remain absent on medical grounds, duly supported by medical certificate by Hamad Medical Corporation, allied hospitals and other public sector hospitals.
- No retest will be held for the students absent on scheduled test/exam day.
- The students will be treated as absent during exams other than the medical leave.
- No leave during the Send Up exams is allowed. Students will be retested in case of approved emergency or medical leave. Otherwise a student would be considered fail in the said exam.
- Late arrival to the school badly affects the academic progress of the students, so it is considered as disciplinary violation as per school policy. **All late arrivals recorded and caution letter is sent to the parents through email.**
- **In case of more than 03 late arrivals, the students may not be allowed entry in to the school during the academic term.**
- **In case of repeated late arrivals, the student will be banned from attending classes or will be issued termination**

SHORT-LEAVE RULES

In order to get a short-leave on emergency basis, following procedure is to be adopted by the parents/ guardians.

- In case of a medical appointment, an email can be sent to the school portal informing the concerned Assistant Principal for an advanced approval.
- Parents/Guardians must enter from the Accounts Office to get a digital token.
- The ticket will then be sent to the Assistant Principal for approval.
- After getting signed by the concerned Assistant Principal, the runner will collect the child(ren) from the classes after showing the signed ticket to the relevant subject teacher.
- The child(ren) will only be handed over to the parents from the Accounts Office.
- If a driver or relative (authorized person) is assigned to pick up the child(ren), parents must provide written authorization along with copies of the parent's QID and the authorized person's QID.No short leave request will be entertained one hour before leaving time.
- No verbal or telephone request will be entertained.
- No short leave during midterm test will be allowed except on medical basis on the provision of medical appointment or certificate. In case of medical appointment Parent will provide medical certificate next day.
- The school reserves the right to approve or disapprove leave request based on the urgency of the situation or the status of student’s attendance. Parents are advised to check the approval status of leave before visiting school to avoid any inconvenience.
- Leave requests submitted on the same day will require 15–20 minutes for processing. Therefore, parents are advised to submit leave applications at least one day in advance.
- No short leave will be after 12:00 noon, except for confirmed medical appointments (a copy of the same must be submitted).