

SABIS® Policy Document

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Attendance and Punctuality Policy

Approved by: Governing Board

Date: December 2022

Last reviewed on:

Date: August 2024

Next review due by: 1 year

Date: August 2025

Introduction

SABIS® International School – Al Bateen is committed to educating students about the importance of punctuality and attendance. These qualities are essential in fostering intellectually curious individuals who are motivated to become life-long learners.

While SIS – Al Bateen has established guidelines for addressing disciplinary matters, disciplinary consequences are not automatically applied without carefully considering the mitigating circumstances surrounding any attendance or punctuality infraction.

All staff members are expected to uphold high attendance standards by enforcing the rules and serving as positive role models.

Attendance

- Students are expected to attend school unless they are genuinely unwell. Parents are discouraged from providing unnecessary excuses for absences. In unavoidable circumstances, parents must obtain prior approval from the Administration before absenting their child from school.
- Students returning after an absence must provide a medical note to the Supervisor on their return. Failure to submit a valid note may result in further action. Absences are recorded and monitored and persistent unexcused absences will result in further action by the Administration.
- Any student unable to participate in a Physical Education (PE) lesson must provide a note signed by a doctor or parent, explaining the reason. This note, like all parent communications, must be submitted to the Supervisor, not the teacher
- Teachers are responsible for reporting absences. They must post the names of absent students on the classroom door for the corridor supervisor during the first lesson and



update attendance records at the start of each subsequent lesson to notify the Supervisor promptly.

Punctuality

- All students must be in school before the UAE National anthem is played in the morning.
- A morning bell will ring to notify students and staff to be in their designated classrooms. A second bell rings five minutes after the first. Students must be in their assigned seats before the second bell to avoid wasting valuable learning time.
- After break times, students are expected to be seated in class and ready to learn before the second bell.
- Late students must obtain a permission slip signed by the Supervisor before entering class. Whether arriving late in the morning or between lessons during the school day, they are required to report directly to the Supervisor, who will decide when they can join the class to minimize disruption to other students' learning.
- When there is no break between consecutive lessons, students must remain in their seats or, if required to move to another classroom, transition quickly and efficiently.
- Lateness is recorded and monitored and persistent lateness will result in further action by the Administration.