

United Arab Emirates



Student Attendance Policy

Introduction:

Our aim is to create such a healthy environment where all the members of the community may gain excellence. We strongly believe that a child cannot benefit from education unless he/she is punctual.

Importance of Regular Attendance:

Students' learning absence affects his or her schooling and hampers. An absence can lead to shyness and feeling of inferiority due to lack of previous knowledge of the respective subject of the class. Regular attendance creates self-confidence and maintains learning in students. So parents should send their child regularly to school.

Leave and absence:

- ☞ In case of absence parents/guardian should notify the Class teacher /Co-coordinator through written application with proof otherwise leave application would not entertain.
- ☞ Prior approval must be taken from the principal if the absence exceeds three days. Warning letter will be issued to students absent for more than three days and the students remain absent for more than 21 school days. May be he/she will be expelled from school.
- ☞ To meet the promotion criteria more than 94 % attendance is compulsory.
- ☞ Irregularity in attendance would be monitored seriously; Irregular attendances could result in non-promotion for the next academic year.
- ☞ In case of illness a medical certificate is required.

🔒 Student suffering from contagious or infectious diseases should refrain from attending school unless he/she recovers from it. Such students would be only allowed by producing a medical certificate of fitness /clearance.

🔒 In case:

(1) Haj, Umrah (Required Haj & Umrah visa copy return ticket copy, fee clearance up to date with principal approval)

(2) Marriage /Death in the family (Required marriage/death certificate return ticket copy, fee clearance up to date with principal approval)

(3) Immigration. Required principal approval related detail about Immigration return ticket copy, fee clearance up to date).

🔒 There is no retest / Re exam either your child leave is approved or unapproved.

Bunking Student:

If student found out of class room without reason/permission, she/he will be considered half day absent and take under taking from student.

If student is bunking from the school in any condition she/he will be suspended from classes and attend the social programs.

Punctuality procedure:

We want our students to have a strong sense of punctuality. Failure in this regard is un acceptable. Student should reach sharp to should at 7:40 AM.

H.H SRAMPS, Dubai target is to achieve more than 90-98% which is rated as an outstanding by KHDA and your child has an important role to play in their regards to meet the targets.

All the leave application record will kept by the respective class teacher.

All the students are strictly follow the leave policy; failure can cause any disciplinary action.

(Warning, suspend from class, joining social programs, expel from school)

Student leave application

Student Name ----- Father Name -----

Grade & Sec----- R.No----- own transport/ Bus No-----

Leave from-----/-----/-----to-----/-----

Reason: -----

Documents attached.1) ----- 2) ----- 3) -----

(Parents/guardian) Name & sign-----

Date-----/-----/201

Working Tel No; -----

(Class teacher fill this area if long leave apply)

Previous attendance..... %age;fee status

Last result.....

Class teacher

Co coordinator

Principal

Approved/not approved

Remarks;

