



**RADIANT INDIAN SCHOOL  
SHARJAH  
ATTENDANCE,  
ARRIVAL & DISMISSAL  
POLICY  
(2023-2024)**

مدرسة الشعاع  
Radiant School

To be able to achieve the most out of instructional time and maintain an orderly and safe school environment. Radiant Indian school has instituted strict procedures for students' arrival and dismissal. In order to maintain a safe environment everyone involved should be mindful and respectful of our procedures as this is the only way that we as a school can ensure a safe and efficient experience for those involved.

### Arrival

There are two (2) teachers on duty starting at 6:30 AM.

Students are not permitted to enter the class before 7:20AM.

KG- Grade 12 students assemble in the main waiting area located at the covered courtyard at the administrative office, bus students assemble in the rear courtyard (girl's playground) before entering their classrooms.

Students are considered late if they arrive after 7:25AM. The names of the late comers are written in the later register by the School Counselor. If upper school students are late five (5) times for the month their names are submitted to the Principal and she meets with them. For the lower school student, the School Counselor meets with the parents. And letter of late attendance is maintained by the School Counselor.

Lower school students are not permitted to enter their classrooms without their teacher's presence.

All own transport students are required to enter the school through the main entrance of the school

Parents should never park at the main entrance they should remain in their vehicle and be prepared to depart quickly when student(s) exit the vehicle.

The bus entrance is constantly monitored and the gate is locked after the last bus arrives each morning. During departure the gates are closed immediately.

## Dismissal

Students are required to exit the building through the main entrance exit doors.

KG ends at 12:30 AM daily the rest of the school goes until 2:45PM

Teachers on duty and school nannies take bus students directly to the buses.

Each bus has a nanny who ensures the safety of the children

Parents are required to go directly to the KG department to collect their ward. The teachers and KG supervisor will give the child directly to the parent.

## 2:45 PM Dismissal

Teachers are constantly monitoring the corridors

Bus transport students line- up from grades 1-12 (girls and boys separately) and go first followed by own transport students in the same order

Two teachers are assigned in the waiting area to monitor own transport students

Two exists are used during dismissal one for the boys and the other for female students

Parents are allowed to enter the main gate to collect their wards however, this must be done as quickly as possible

Parents are not allowed to park at the main entrance, if they wish to conduct business in the administrative office then they should ensure that they are parked away from the main entrance or come in at least thirty minutes before dismissal.

For those students who are picked-up after 3:20PM parents are required to sign the late register, this is with the teacher on duty.

## Early Leavers

If a parent wishes to collect his/her child early from school they must notify the school in advance; in person, **this must be done by writing**. They must provide a reason for their early departure, and

the time they wish to collect their child. Permission will be given based on the Principal's discretion, **therefore based on your reasons given the Principal has the right to grant or deny your request.**

In the case of an appointment, e.g. dental/doctor please makes every effort to schedule them after 2:45 PM. If you are unable to schedule after 2:45 PM then proof of your appointment must be submitted. Once early leave is granted then the parent/guardian must sign the pupil out from the office in the sign out book.

# **Attendance**

## **Reporting**

- Students must be present in the school by 7:25a.m.
- All students must be present in the school on the first and the last day of each term.
- No students may leave the school premises without the permission of the supervisor before dispersal time.
- Late comers will be admitted to the class only with the permission of the supervisor/Vice principal/Principal
- 97% Attendance is required for promotion to the next grade.
- The school encourages students to be present on all days, student's which 100% attendance will be honored with a certificate and reward.

## **Student Absenteeism**

The school operates on a full attendance policy. However, sometimes, absences cannot be avoided. Parents must communicate this to the respective supervisor/class teacher by e-mail or a phone call to the school reception before 8.30 am.

**A minimum of 97% attendance is required for promotion to the next grade.**

- In case a child is absent for 1-3 days the parent/guardian is expected to make an entry in the Non-attendance/leave record section of the student's dairy.
- Absence for 3 days or more, on medical grounds, should be supported by a MOH attested medical certificate.
- Prior sanction should be sought from the principal through a written application for any absence exceeding 30 days. (Only in case of emergency)
- **Students who have been absent from school for one month or more, without permission are liable to have their names struck off the rolls.**
- Students suffering from contagious or infectious diseases must stay away from the school till the quarantine period is completed. It should be clearly indicated in the Medical Certificate that the student is permitted to attend classes.
- Parents need to bring to the notice of the school authorities/ clinic any life threatening medical conditions their wards may be suffering from, so that appropriate medical attention may be arranged in case of emergency.

**RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCE:**

- (a). If a candidate's attendance falls short of the prescribed

percentage in case of students appearing for the examination conducted by the Board, the Head of the School may submit her name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the School shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the School, the candidate deserves special consideration, she may submit her recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendance by the Chairman, CBSE, who may issue orders, as he may deem proper. The Head of the School, in her letter requesting for condonation of shortage in attendance should give the maximum possible attendance by a student counted from the day of commencement of teaching of class X (beginning of the session) up to the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such candidate during the aforesaid period.

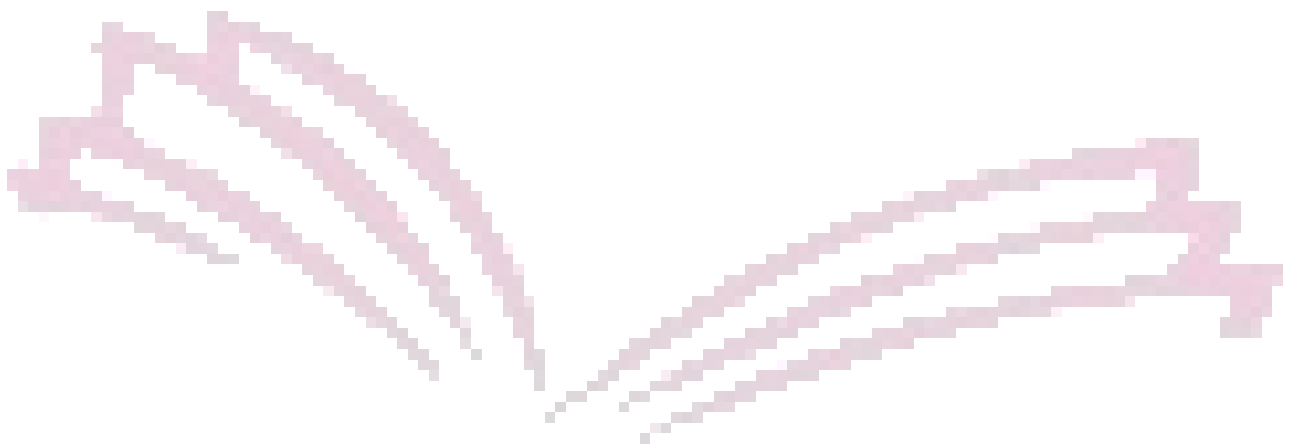
(b). Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Secondary School Examinations conducted by the Board. Cases of candidates with attendance below 60% in class X, appearing for the Board's examinations, shall be considered for 22 condonations of shortage of

attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, Tuberculosis or similar serious diseases requiring long period of hospitalization.

(c). The Head of the School shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.

(d). The following may be considered valid reasons for recommending the case of the candidate with attendance less than the prescribed percentage: -

- i. prolonged illness;
- ii. loss of father/mother or some other such incident leading to her absence from the school and meriting special consideration; and
- iii. any other reason of similar serious nature;
- iv. Authorized participation in sponsored tournaments and Sports' meet of not less than interschool level and at NCC/NSS Camps including the days of journeys for such participation shall be counted as full attendance.



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