



RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS,

SHARJAH

SCHOOL ATTENDANCE POLICY

1. Purpose

The purpose of this policy is to ensure **regular student attendance and punctuality**, which are essential for academic success, discipline, and active participation in the learning process. Regular attendance supports continuity in learning and helps students achieve their full potential.

2. Scope

This policy applies to **all students enrolled in the school** and outlines expectations regarding **daily attendance, punctuality, absence reporting, and monitoring**.

3. Importance of Regular Attendance

Students are expected to attend school **regularly and punctually**. Consistent attendance ensures that students:

- Participate fully in classroom learning activities
- Maintain academic progress
- Develop responsible habits and discipline
- Engage in school programs and collaborative learning

4. School Attendance Requirements

- Students must attend school **every day unless prevented by illness or exceptional circumstances**.
- Students are required to **arrive at school on time** according to the school schedule.
- Late arrival disrupts learning and should be avoided.

5. Reporting Absence

If a student is absent from school:

- Parents or guardians must **inform the school on the same day of the absence.**
- A **written explanation or medical certificate** may be required for extended absences.
- Absences must be **properly documented and approved by the school administration.**

6. Authorized Absences

Authorized absences may include:

- Illness supported by a **medical certificate where required**
- Family emergencies
- Religious observances
- Official school activities or competitions
- Other exceptional circumstances approved by the school administration

7. Unauthorized Absences

Absences will be considered unauthorized if:

- No valid reason is provided
- Parents or guardians fail to notify the school
- The absence is for non-essential activities without prior approval

Repeated unauthorized absences may lead to **disciplinary measures** and academic consequences.

8. Late Arrival and Early Departure

- Students arriving **after the designated school start time** will be marked as late.
- Repeated lateness will be recorded and may require **parent notification or intervention.**

- Early departure during school hours must be **approved by the school administration** and requested by parents or guardians.

9. Monitoring Attendance

The school will **maintain accurate attendance records** for all students. Attendance will be regularly reviewed by teachers and school administration to identify patterns of absenteeism.

10. Consequences of Poor Attendance

Students with excessive absences may face:

- Academic difficulties due to missed learning
- Parent meetings with school administration
- Requirement to complete missed work or assessments
- Possible disciplinary measures according to school regulations

11. Parental Responsibility

Parents and guardians are responsible for:

- Ensuring their child attends school **regularly and punctually**
- Informing the school promptly in case of absence
- Supporting the school in maintaining **consistent attendance and punctuality**

12. Policy Review

This policy will be **reviewed periodically** to ensure effective implementation and to support student academic success and wellbeing.