



The Apple International School, Dubai

ةيملا علا ةحافتلا ةسردم - يبد

ATTENDANCE POLICY

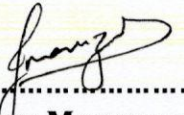
There is a direct relationship between attendance, punctuality and academic success. Therefore we are committed to forming a co-operative alliance with parents/guardians and students in order to improve attendance.

The responsibility for catching up with work which is missed due to absence in school lies first and foremost with the student.

- Personal illness or injury- A doctor's note is accepted the day the child returns back to school.
- Death of a close family member- Permission will be granted at the discretion of the Principal.
- Doctor's appointment- proof of the appointment must be provided.
- Family vacations should be planned to coincide with the school calendar.
- Prior sanction should be sought from the Principal through a written application for any absence exceeding 3 days. Students who have been absent on the previous day will not be admitted without a leave note. If a students' absence for more than 3 days is on account of illness, a medical certificate should be forwarded to the school. It may be noted that it is the responsibility of the students to make up for the work they have missed.

- A student suffering from a contagious disease or illness like chickenpox, mumps, measles or influenza, is not to be sent to school till the quarantine period is over. A fitness certificate from a medical practitioner, along with a leave letter to the Section Head must be submitted on the student's return.
- A student's name will be struck off the school rolls after the approval of the Ministry of Education, if a student is absent from the school for a period of 30 continuous days, without prior permission of the school authorities.
- No make-up test will be conducted if a student has remained absent on the assessment day.




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Ms. Jaya Menezes
Principal
The Apple International School, Dubai

Enacted and Enforced: The 15th day of October 2015

Reviewed Annually

Last Date of Review: The 10th of September 2018