



The Apple International School, Dubai

مدرسة التفاحة العالمية – دبي

ACADEMIC ATTAINMENT

Guiding Principles and Protocol

Attendance and Leave Taking: Statement of Position and Protocol

- **Definition:**

Attendance encourages Punctuality and Sense of Responsibility in students. A vital and inseparable part of Academic Life, Attendance and Registration is the foremost activity that graces the School Calendar Year.

- **Statement of Position**

The school acknowledges that students who are punctual and responsible are the ones who will make great and responsible citizens. Attendance and registration are vital activities and are stressed upon. The registration is a period where the Students and the Class teacher meet and share information and discuss on issues that require immediate attention.

- **Attendance and Registration Policy**

Attendance is taken every day after the **First** bell has been sounded. The Class Teacher reports to the Classroom at 7.40 A.M.

- Attendance is taken by the class teacher during the class teacher's/registration period. The school lays great emphasis on regular attendance. Teachers are advised time and again to be alert where school attendance is concerned.

- If pupils do not report to school for more than two days, class teachers are expected to call the parents and make a polite enquiry.

- When the student is absent, an Absentee Slip is sent to the I.T. Department and SMS is sent to the parent. Record is maintained.
- The students are expected to be in time, late comers are advised and warned regularly as need arises. (Ref. Late Coming Protocol)

- **Leave Applications and Permissions Protocol**

- ★ Pupils are expected to bring leave notes after returning from absence.
- ★ If the leave is for 1 – 2 days, the parent may send a note in the diary, which is signed by the class teacher and counter signed by the Supervisor.
- ★ If the leave is for three or more days, the parent should send a leave letter which is signed by the Vice Principal and a copy sent to the class teacher and the Supervisor. The same will be put in the child's personal file.
- ★ If the leave is for more than a week, Principal's sanction is required.
- ★ If the leave is on medical grounds, a medical certificate should be attached with the letter.

- **Investigations Protocol**

If for any reason, a teacher / supervisor feel that a pupil is missing school for frivolous reasons, a detailed enquiry is carried out by The Discipline committee and the findings are submitted to the Vice Principal and the Principal. The Principal on the advice of the Discipline Committee shall take appropriate action including warning Letter (In conformation with the KHDA and MOE). The teachers and parents shall be informed of any such action.

Ms. Pranjala Dutta

Principal

The Apple International School, Dubai

Enacted and Enforced: October, 2015

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