



## The Apple International School Dubai

### 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 to improve the attendance of all our students. The school expects its students to maintain at least 96% of attendance in the academic year.

Students can avail excused leave for up to 3 days under the following circumstances.

- Personal illness or injury- A doctor's note is accepted the day the child returns to school.
- Death of a close family member- Permission will be granted on the basis of evidence provided.
- Doctors' appointment- proof of the appointment must be provided.

Incase of any of the above, the class teacher and section head should be informed latest by 7:00 am of the day of the leave.

- Long leaves- 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



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period is over. A fitness certificate from a medical practitioner, along with a leave letter to the Section Head must be submitted on the students' 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 from the school authorities.

### **COVID-19 Provisions:**

- Students who may have symptoms of COVID-19 are advised to stay at home and access learning through the distance learning mode.
- Students diagnosed with COVID-19 shall follow the protocol of the quarantine period as per the guidelines of the concerned authorities. The Section Head should be notified immediately of the same by the parents.
- Students can continue to access distance learning if their health permits during the quarantine period. Alternatively, they may avail leave during this time.



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**Ms. Jaya Menezes**  
**Executive Principal**  
**The Apple International School, Dubai**

**Enacted and Enforced: 15<sup>th</sup> October 2015'**  
**Reviewed Annually**  
**Last Date of Review: 18<sup>th</sup> May 2021'**