



The Apple International School

Attendance Policy

2025-2026

Our Mission

We empower our students to be self-aware and grounded individuals who contribute positively to a happy, inclusive, and caring community. We aim for the students to be 21st-century learners who can proactively create opportunities for themselves and others in a versatile global setting.

Our Vision

Aspiring for our students to be creative, emotionally intelligent, and empathetic lifelong learners and global citizens.

Our Core Values



1. Purpose

To ensure that all students at Apple International School receive a high-quality education by attending school regularly, thus maximizing their learning opportunities and academic success.

2. Scope

This policy applies to all students, parents/guardians, teachers, and administrative staff of Apple International School.

3. Attendance Expectations

- **Regular Attendance:** Students are expected to attend school every day that classes are in session.
- **Punctuality:** Students should arrive on time for the start of the school day and for each class.

4. Absence Reporting

- **Notification:** Parents/guardians must notify the school of a student's absence by 8:00 AM on the day of the absence, either by phone, email, or the school's online attendance portal.
- **Documentation:** Upon returning to school, students must provide a written explanation from a parent/guardian or a medical certificate if applicable.

5. Types of Absences

- **Excused Absences:** Include illness, medical appointments, religious observances, family emergencies, and other reasons approved by the school administration.
- **Unexcused Absences:** Any absence not approved by the school, including truancy, unapproved family vacations, or absences without proper documentation.
- **Unauthorised Absence:** Defined as any absence of more than 24 hours without proper communication from a parent or guardian. These absences will be reported as unauthorised and closely monitored. If excessive, they may be addressed with the parent or guardian.

6. Guidelines for Unauthorised Absence

- According to the guidelines set forth by the Knowledge and Human Development Authority (KHDA), a student should not have more than 20 consecutive days or a total of 25 days of unauthorised absence in an academic year. The school reserves the right to take various actions in response, including excluding the child, asking them to repeat the year, or withdrawing the offer of placement in the next academic year.

7. Attendance Monitoring

We encourage our schools to maintain regular communication with parents and work alongside them to ensure that students attend school regularly and on time. To support this, key members of our staff have specific responsibilities:

- **Teachers:** Responsible for completing attendance registers and sharing any relevant attendance-related information with their section head to ensure the register is accurate.
- **Section Heads:** Monitor and respond to student absences without notification and tardiness. The section head will share the list of long-term unauthorised absentees with the admission officer.
- **Principal:** Responsible for authorizing absences and reporting attendance information or concerns to the Executive Board and/or the KHDA when necessary.
- **Admission Team:** Provide written notice and add the student to a temporary class or initiate the necessary strike-off process.

8. Procedures for Managing Unauthorised Absenteeism

Below is the procedure we have implemented for managing unauthorised absenteeism:

Frequency / Offence	Action / Implications	Communication Points to Parents
Unauthorized Absence - First two (2) Absenteeism within a Calendar month Total Absenteeism: 2	A communication from Class teacher shall be initiated, upon no communication an intimation shall be given to Section Head.	• Highlight concern for the current report detailing % of missed days and total days absent. • Communicate KHDA requirements and school policy. • Communicate parent responsibility. - Highlight next action.

Unauthorized Absence - First four (4) Absenteeism within a Calendar month Total Absenteeism: 4	Written Warning 1 sent to parents and Students from Section Head	- Parents and students should be called to a meeting with the principal or a designated person. - Parents and students should sign a written pledge not to repeat the offence. - Unauthorised absenteeism should be noted in students' progress reports.
Additional three (3) Total Absenteeism: 9	Call from Section Head advising of 2nd Warning	Highlight concern for the current report detailing % of missed days and total days absent. - Communicate KHDA requirements and the contract signed. - Request parents' action to rectify and communicate parent responsibility and KHDA contract. - Next action: Remind them of the current policy and next action: Warning letter 2. Highlight next action.
Additional seven (7) Total Absenteeism 15	Warning letter 2 signed by Principal	-Highlight concern for the current report. - Present the parent with raw report data, % of absence, and the number of days absent. - Request parents' action to rectify and communicate parent responsibility and KHDA contract signed.
Any further incidences in the Term	Meeting with the class teacher/Section Head/Principal & Written Undertaking	- Highlight concern for the current report. - Present the parent with raw report data, % of absence, number of days absent/late. - Remind them of the current policy and the next action: Warning letter 2. - Request parents' action to rectify and communicate parent responsibility. - Next Parents and student to be called to a meeting with the

		principal or a designated person by the • principal. • Parents and student to sign a written pledge not to repeat the offence. • Absent days to be noted in students' progress report.
20 consecutive days or a total of 25 days of unauthorised absence Total Absenteeism: 20 or more	Communication and action taken by the Admission Officer after receiving a report on written undertaking.	At the discretion of the school, the following measures may be taken: • Community hours at the school • Detention during school hours • Placement in a temporary class, along with a written notice to the student • If the student applies for a transfer certificate (TC) during this time, the normal procedure as per KHDA guidelines will be followed. • A strike process can only be initiated if the student continues to be absent. • Fee refunds will be processed in accordance with KHDA guidelines.

9. Tardiness

- **Late Arrival:** Students who arrive late must report to the office for a late slip before going to class.
- **Chronic Tardiness:** Repeated lateness will result in a meeting with parents/guardians to create a punctuality improvement plan.

10. Monitoring and Intervention

- **Attendance Records:** Teachers and administrative staff will maintain accurate attendance records for all students.
- **Early Intervention:** The school will identify students with attendance issues early and work with them and their families to address the causes of absenteeism.

11. Incentives and Rewards

- **Recognition:** Students with perfect or improved attendance may be recognized through certificates, awards, or other incentives.
- **Positive Reinforcement:** Encouraging and acknowledging good attendance practices.

12. Communication

- **Regular Updates:** The school will provide regular updates to parents/guardians about their child's attendance.
- **Open Channels:** Encourage open communication between parents/guardians and the school regarding attendance concerns.

13. Review and Evaluation

- **Policy Review:** This attendance policy will be reviewed annually to ensure it meets the needs of the school community.
- **Feedback:** Input from students, parents/guardians, and staff will be considered in policy revisions.

14. Compliance

- **Enforcement:** All members of the school community are expected to comply with this policy.
- **Consequences:** Failure to adhere to the attendance policy may result in disciplinary action in accordance with the school's code of conduct.

Implementation

1. **Dissemination:** The updated attendance policy will be distributed to all students, parents/guardians, and staff via email and posted on the school's website.
2. **Orientation:** At the beginning of each school year, the policy will be reviewed during student and parent orientation sessions.
3. **Training:** Staff will receive training on the implementation and monitoring of the attendance policy.

By adhering to this attendance policy, Apple International School aims to foster a culture of responsibility, punctuality, and academic excellence in line with our mission, vision, and core values.