SABIS® Policy Document

Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.

Attendance and Punctuality Policy

Approved by: Governing Board	Date: June 2023
Last reviewed on:	Date: June 2026
Next review due by: 1 year	Date: June 2027

Introduction

SABIS International School of Ruwais aims to educate students on the importance of being punctual and maintaining attendance. We believe that attendance and punctuality play a crucial part in the development of intellectually curious students, who are motivated to become life-long learners.

Whilst SABIS International School of Ruwais has set guidelines for disciplinary matters, a disciplinary consequence is not automatically given to a student without considering the mitigating circumstances surrounding the attendance/punctuality infraction

All members of staff are expected to contribute to attendance standards both, by enforcing the rules, and by always setting a good example and being positive role models.

Attendance

- Students may not absent themselves from school unless they are too sick to be in school. Parents may not give their children excuses to stay away from school. If situations arise where parents consider it necessary to keep their children away from school, they must obtain permission from the Administration.
- Students who are absent from school must bring in the following day a medical note which should be handed to the Supervisor. Failure to do so may result in disciplinary actions
- Any student who is not to participate in a Physical Education lesson for any reason must bring a note signed by a doctor or a parent giving the reason for non-participation. The note, like all notes sent by the parents to the school, should be handed in to the Supervisor, not the teacher.

- Teachers post the names of absent students on the classroom's door at the beginning of the first lesson and check the attendance sheet at the beginning of every subsequent lesson to inform the supervisor for immediate action

Punctuality

- All students must be in school before the national anthem in the morning.
- In the morning, the second bell goes at five minutes after the first. All students must be in their assigned seats before the second bell rings, so no class time is wasted.
- After breaks, there are always two bells. Students should be in class on time, and in their assigned seats before the second bell rings.
- Late students will not be admitted to class without a permission slip signed by the Supervisor. Late students should not go directly to class; instead, they should report to the Supervisor, who will decide when they can be admitted to class. Students who are frequently late may be asked to stop attending the school altogether until a meeting is arranged with their parents
- There is no break between consecutive lessons. Students must remain in their seats. If they have to move to a different classroom, they must do it as quickly as possible