



# **MAS Attendance Policy**

## **2025-2026**

## Vision

At Al Maaref American School, we inspire innovation, cultivate life-long learning skills, and nurture diversity.

## Purpose

This policy aims to promote regular student attendance and punctuality in alignment with **Administrative Decision No. 851 of 2019**. It supports academic excellence, student discipline, and well-being by clearly defining attendance expectations and follow-up procedures.

## Scope

This policy applies to **all students from Grade 1 to Grade 12** enrolled at Al Maaref American School.

## Aim

MAS aims to instill in students and families the value of regular school attendance and punctuality, acknowledging its direct impact on academic progress and social development.

## Rationale

Attendance and punctuality are critical to student success. Being in class provides opportunities for direct instruction, peer interaction, and participation. The school strives to cultivate a culture of responsibility and engagement to prevent absenteeism and lateness through positive reinforcement and early intervention.

### 1. School Timings

- **Monday to Wednesday:** 7:15 AM – 2:55 PM
- **Thursday:** 7:15 AM – 2:35 PM
- **Friday:** 7:15 AM – 11:00 AM
- **Tardiness Time:** Any arrival **after 7:40 AM** is considered tardy.

### 2. Attendance Expectations

- Students are expected to attend **100% of school days**. A minimum of **90% attendance per term** is required.
- Parents must inform the school in writing or through a supervisor within **3 days** of an absence.
- Attendance is documented and tracked in the school's Student Information System and monthly Excel reports.

### 3. Excused Absences

Valid reasons include:

- Illness (Medical certificate required if absence exceeds 3 days)
- Bereavement
- Emergency circumstances
- Participation in school/MOE-approved events

#### **4. Unexcused Absences**

- Any absence without valid reason or documentation.
- Will be followed up by the school administration and may affect academic performance and re-registration eligibility.

#### **5. Tardiness Policy:**

**Definition:** Arrival to school after **7:40 AM**

**Consequences:**

#### **Follow-Up Procedures**

#### **Absenteeism Rubric:**

<b>Occurrences</b>	<b>Action Taken</b>
3days ( With one month)	Parent phone call
4 days( With one month)	Email and seesaw message to be sent to parents
7 days( With one month)	Phone call & written warning.
8 days( With two month)	Parent conference and sign warning
10 days( With two month)	Parents meeting and sign for stopping Re registration for next academic year 26-27

#### **Tardiness Rubric:**

<b>Occurrences</b>	<b>Action Taken</b>
3 days	Parent phone call
5 days	Written warning and email sent to parents.
7 days	Written warning and email/ Phone call sent to Parents.
8 days	Parent meeting
10 days	Parents meeting and sign the letter to stop Re registration

## **8. Escalation Procedures**

- **>5% absence:** Written notification to parents.
- **>10% absence (unexcused):** Referred to the Attendance Committee.
- Possible outcomes:
  - Academic probation
  - Denial of re-registration

## **9. Roles and Responsibilities**

### **Parents/Guardians**

- Ensure their child's daily attendance and punctuality.
- Inform school of any absence or late arrival.

### **Students**

- Attend all classes punctually.
- Take responsibility for managing their time effectively.

### **Teachers**

- Document attendance daily.
- Support re-engagement strategies for at-risk students.

### **Supervisors**

- Ensure timely documentation of attendance.
- Identify attendance patterns and notify administration.
- Contact parents as per the escalation procedures.

### **Section Heads/Assistant Principals**

- Monitor attendance trends monthly.
- Analyze data and investigate causes.
- Coordinate intervention strategies with teachers and parents.
- Manage communication and official notices to families.

### **School Administration**

- Maintain accurate attendance records.
- Apply policies consistently in compliance with MOE rules.
- Convene the Attendance Committee when required.

## **10. Data Management**

- Attendance is tracked up and updated monthly.
- Sick days, absences, and tardiness are recorded.

## **11. Review & Amendments**

- This policy will be reviewed annually to ensure compliance with MOE updates and internal evaluations.

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_