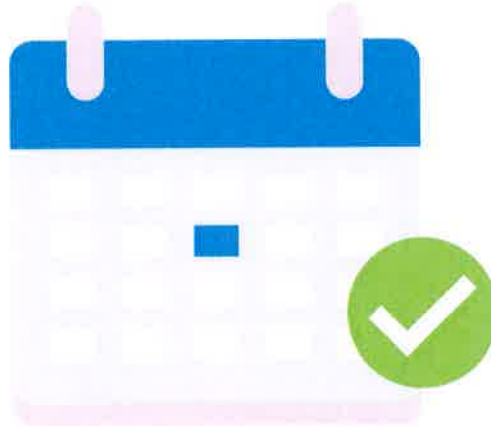




مدرستنا الثانوية الإنجليزية، الشارقة (فرع البنين)
Our Own English High School, Sharjah
Boys' Branch

Attendance Policy



Date of adoption: August 2014

Date reviewed: April 2022

Date of next review: April 2024

Verified & Signed

Principal & CEO



مدرسة تاننا الانجليزية - الشارقة (فرع البنين)
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
BOYS' BRANCH



ATTENDANCE

Class teachers are required to register their students in the morning between 7:40 am and 7:55 am, but no later than 8:30 am on PHOENIX. If for any reason, the class teacher is unable to record the class attendance by 8:00 a.m., he/ she must inform the Supervisor, who in turn will make arrangements to record the attendance.

1.Students who are late to school must report to the reception where late entry will be marked in the School Diary.

2.If students are regularly late to school, parents will be contacted to discuss a solution. If a student is regularly late to school in spite of warnings, then it can warrant suspension from school.

3.Students absent from school must bring a note of absence in their school diary signed by the parent stating the reason for the period of absence. An alternative method of informing about the period of absence can be an email to the concerned Supervisor with a cc to the class teacher.

4.Any unexplained absence will be followed up by phone from the Class Teacher on the same day. Ongoing absenteeism will be discussed in a meeting with the parents.

5.At the end of the academic year, if a student does not accumulate 75% attendance as per the SPEA guidelines, he may be retained in the same grade. This policy will not be applied in special situations, which are justified by relevant documents, subject to MOE guidelines.

6.In case of an emergency, the school must be informed immediately through a phone call or email. You are expected to fill out the leave approval form through PHOENIX- Parent Portal.

7.The class teacher is responsible for checking and monitoring students' attendance pattern. It is important that the class teacher inform parents as to their wards' attendance and punctuality. Any concerns should be shared with the Supervisor.

8.If a student is absent, the parent receives an automated message stating the same by 9:00 a.m.