



## Punctuality Policy for (kg, 1, 2) + Grades (3-6)

### DAS Acceptable Absences

1. Absence to take official tests or other exams approved by DAS, or absence in order to participate in a competition or event which has been approved by the school (see the policy for participating in External Events) if the student informs the Muraqib at least three days ahead of time and provides official proof of the test or event.
2. Absence in the case of an accident or an illness that begins at school which is recorded and verified in an official certificate by the school nurse for one day only; if the absence is for more than one day, the school nurse's report must be seconded by an external medical report.
3. Absence in the case of a car accident on the same day which is verified by the police.
4. Absence for which the student provides an official medical certificate within one week (five working days) of returning to school.
5. Absence for three to five working days because of a death in the immediate family (grandmothers/grandfathers, parents, brothers, sisters).
6. Absence verified by official papers that require the student to go to the court or to governmental agency that has specified a particular appointment which requires absence from school.

### The Detailed Procedures for Applying the Punctuality Policy

Absence	Procedures
The first & second unexcused absence (kg, 1+2) and the first absence for grades (3-6).	<ul style="list-style-type: none"> <li>• The Muraqib will contact parents and reminds them of the policy.</li> </ul>
The third unexcused absence (for kg, 1+2), and the second absence for grades (3-6) including the absences that are the result of repeated lateness and leaving the school without an acceptable excuse or if the total absences (excused and unexcused) reach 40% of the maximum permitted.	<ul style="list-style-type: none"> <li>• The Muraqib informs the student counselor of the number of days the student was absent.</li> <li>• The counselor will arrange a meeting with the parent to discuss the policy and design an improvement plan.</li> <li>• The counselor keeps a copy of the minutes of the meeting with the parent and a copy of the improvement plan in the student's file.</li> <li>• The counselor informs the Principal of the results of the meeting with the parent.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Principal will apply the appropriate consequence from those listed in the Student Commitment Code for Level 3.</li> <li>• The Muraqib informs parents by e-mail if there is a fourth unexcused absence.</li> </ul>
The fourth absence.	<ul style="list-style-type: none"> <li>• The Muraqib informs both parents if there is a fourth unexcused absence.</li> </ul>
The fifth unexcused absence (kg, 1+2), and the third absence for grades (3-6) including the absences that are the result of repeated lateness to class and leaving school, or if the total absences (excused and unexcused) reach 60% of the maximum permitted.	<ul style="list-style-type: none"> <li>• The Muraqib informs the Principal immediately.</li> <li>• The Principal calls in the parent and the student for a meeting within five working days.</li> <li>• The Principal gives the parent a written warning that places the student "on probation".</li> <li>• The Principal explains to the student that he must have the Principal's signature to miss any class for any reason.</li> <li>• The Principal explains to the student and parent the he/she might not be accepted in the following year.</li> <li>• The Principal / Discipline Committee applies an appropriate consequence from those listed in the Student Commitment Code for Level 4.</li> </ul>
The sixth unexcused absence (for kg, 1+2), and the fourth unexcused absence for grades (3-6) or if the total number of absences (excused and unexcused) reach 80% of the maximum permitted.	<ul style="list-style-type: none"> <li>• The Muraqib informs the Principal immediately.</li> <li>• The Principal asks the parent to attend to school and gives him/her a second warning that the school may not accept the student next year.</li> <li>• The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5.</li> </ul>
The seventh absence (for kg, 1+2).	<ul style="list-style-type: none"> <li>• The Muraqib will inform both parents if there is a seventh unexcused absence and keeps a copy of it in the student's file.</li> </ul>
The eighth unexcused absence (kg, 1+2), and the fifth unexcused absence for grades (3-6) including the absences that are the result of repeated	<ul style="list-style-type: none"> <li>• The Muraqib will inform the Principal immediately.</li> <li>• The Principal asks the parent to attend to school and informs him/her that the student will not be accepted the following year if there is any further absence or lateness.</li> </ul>

<p>lateness to class and leaving school or if the total of the student absences (excused and unexcused) reach 100% of the maximum permitted.</p>	<ul style="list-style-type: none"> <li>• The Principal will apply an appropriate consequence from those listed in the Student Commitment Code for Level 5.</li> </ul>
<p>In case of absence, lateness in the morning or leaving the school early after the student used up all the days permitted.</p>	<ul style="list-style-type: none"> <li>• The Principal will inform the parent and the student that he/she will not be able to continue at DAS in the following year.</li> <li>• The Principal with the parties concerned set an improvement plan for completion of the current year without further problems for the student or for the school.</li> </ul>
<p><b>Lateness to class/leaving school early</b></p>	<p><b>Procedures</b></p>
<p>1. whenever the total number of unexcused lateness or leaving school early (for kg, 1+2) reach 7 or reach 5 for grades (3-6).</p>	<ul style="list-style-type: none"> <li>• The teacher informs the Muraqib of this lateness to class according to the approved system.</li> <li>• Each (7) latenesses for (grades 3-6) without an acceptable excuse will be counted as one unexcused absence.</li> <li>• The Muraqib informs the parent of this lateness and reminds him/here of the policy.</li> <li>• The Muraqib informs the counselor of the misbehavior.</li> <li>• The counselor calls the student in and sets an improvement plan.</li> <li>• The counselor informs the parent of the discussion and consequences according to the policy.</li> </ul>
<p>2. Whenever a student is late or leave school early for 14 times (for kg, 1+2) and 10 times (for grades 3-6) without acceptable excuse.</p>	<ul style="list-style-type: none"> <li>• The Muraqib informs the Principal of this situation.</li> <li>• The Principal calls the parent in for a meeting with him and the student to revise the improvement plan and clarify the roles of each person in implementing it.</li> <li>• The improvement plan is signed by the Principal, parent, and the student.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Principal applies an appropriate consequence from those listed in the Student Commitment Code for Level 3.</li> <li>• The student starts filling in a daily follow up form and submits it to the counselor at the end of each day.</li> <li>• The student's cooperation and progress will be taken into consideration when considering future consequences.</li> </ul>
<p>3. In case the student is late for 3 more times during the school year.</p>	<ul style="list-style-type: none"> <li>• The Principal asks the counselor about the student cooperation and progress.</li> <li>• The Principal meets with the student and applies an appropriate consequence from those listed in the Student Commitment Code for Level 3 or 4, depending on the total number of times the student has been late.</li> </ul>

**Prepared by: Training & Development Department-Boys' school**