

Absence

DEFINITION(S):

For the purposes of this policy, absence refers to the days when students fail to attend Summit International School (SIS). A student who does not miss a single class throughout the year is said to have a 0% absence record or a 100% attendance record. Absence rates above 5% (9 days) for Grades 1-12 should be regarded as a cause for concern.

Authorized absences are to be distinguished from unauthorized absences or truancy.

PURPOSE(S):

- To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in SIS.
- To ensure that unauthorized absences are dealt with firmly and effectively.

POLICY:

SIS shall seek to achieve low absence rates by:

- Following up on all unexplained/unauthorized absences immediately.
- Providing a safe, caring and engaging learning environment that encourages and stimulates students.
- Recognizing and rewarding excellent or improved student attendance.
- Implementing strategies and programs to address attendance problems for individual students.
- Providing clear and specific information about the rules and consequences of poor attendance to Parents/Guardians, students and Summit staff.

Types of Absences

Authorized Absences

The following types of absences may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- Illness
- Family Loss (1st or 2nd degree relative)
- Emergency medical appointments
- Official duties
- Competitions/ events
- Government public holidays
- Study /exam leave (with ADEK approval)
- Government-mandated closures

Unauthorized Absences

The following types of absences are to be regarded as unauthorized:

- Family vacations during School days
- Staying home without notifying the School
- Non- emergency medical appointments
- Non-severe weather conditions

Note: Absences rates above 5% include both authorized and unauthorized absence for students in Cycle 1-3.

Students are truant if they are absent from SIS without their Parents/Guardians knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and SIS must immediately inform the students' Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

SIS may expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously during the academic year. This is on the condition that the SIS has already sent three warning letters, such that a warning is sent every three days. Additionally, the expulsion order must be issued by SIS Principal and approved by ADEK, and the Parents/Guardians are informed.

If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, SIS will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

SIS administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).

Parents/Guardians who plan to have their children miss several days of School are required to notify the SIS administration at least ten days before the anticipated absence, to allow teachers time to prepare the list of assignments that will be missed during the absence. The student or Parents/Guardians shall be responsible for contacting the SIS administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

The 5% & 10% Absenteeism Rule:

Kindergarten: If a student misses more than 10% (18 days), it is flagged

Grades 1-12: If a student misses more than 5% (9 days), It is a concern.

No Skipping School work: Even excused absences mean your child must catch up on all missed work/ tests.

Parents/Guardians Responsibility: The Parents/Guardians should notify the School of any absence and provide documents to avoid having it marks as unexcused (unauthorized).

Medical Absences:

- The Parents/Guardians should notify the School with written sick notes up to 3 consecutive days.
- The Parents/Guardians should provide the School with a DoH sick leave certificate starting the 4th sick day.
- SIS shall authorize a maximum of 12 annual School days of student absence due to medical reasons without requiring a sick leave certificate from a DoH-licensed physician.
- For Chronic Illness Absences, if a student exceeds 12 missed School days, Parents/Guardians must submit DoH medical reports from a DoH-licensed physician or a relevant health authority, and SIS shall consider each case at their own discretion.

Identify Absence from School or Classes:

- A daily report is run by the Supervisors within the first hour of the day. The report shows the absences per grade and by gender.
- The daily Report is transferred by supervisors from Toddle into eSIS and a Follow up SMS message is generated and sent to Parents/Guardians informing them of the students' absence.

Documentation to substantiate reason for Absence:

- The valid excuse should always be a written excuse in the form of a letter from Parents/Guardians or a medical excuse, and it is kept in the students' records.

Unauthorized Absence for ten (10) consecutive days or fifteen (15) non-consecutive:

- First warning letter if a student is absent for 3 consecutive days.
- Second warning letter will be issued after further 3 days of absence.
- If this is followed by an additional 3 days of absence then the final warning letter will be issued, including a notice of non-renewal of registration for the following Academic Year.