

Academic Consequences for Unexcused Absences, Excessive Tardiness and/or Unexcused Early Exits

1) INTRODUCTION AND RATIONALE

1-1 Compulsory Student Attendance is Required

The school year at Hayat Universal School (HUBS) has 180 instructional school days. The school day starts at 7 am and all students must be in their classes by that time. Frequent absences, late arrival or early departure can seriously affect the academic development and performance of a student.

Students must attend school as required and students must attend on time.

Periodically, there are requests from parents to give students permission to miss school.

We ask that parents not have students absent from school, except in emergencies. Students can only take advantage of the instruction and learning for their formal education if they are present at school.

1-2 Negative Impact of Tardiness and Absenteeism

Any absences from school may involve the student missing several, if not all, of the following graded activities: key classroom instruction, participation in discussions, projects, audio-visual presentations, written assignments, reports, quizzes and major tests.

Absences of 10% or greater of instructional time is considered Chronic Absenteeism and is directly related to Academic Success.

The probability of academic success increases as attendance improves; the probability of academic failure increases when attendance is poor.

In particular, it should be noted that the start of the school year is important to school success as routines and expectations are established and learning starts immediately. Late arrivals in the fall are not excusable. As well, valuable learning takes place in the first session of the school day when student alertness is at its peak and critical instruction is provided. The loss of these learning opportunities due to tardiness greatly hampers student success.

2) EXCUSED AND UNEXCUSED ABSENCES AND EARLY EXITS

2-1 Definition

An "Excused" Absence, Late Arrival or Early Exit is one that is approved by the Principal. Without school approval, these cases will be registered as 'Unexcused'.

2-2 Cases Where Absence/Late Arrival/Early Exit May Be Registered as "Excused"

Absences from school due to personal illness, death in the family, emergency dental or medical treatment, renewal of passport or attainment of documents or other necessary reasons are sometimes unavoidable. Genuine and unavoidable absences will normally be treated as an 'Excused Absence'. The same applies for lateness or early exits.

It is a parental responsibility to ensure that a child is well enough to attend school, and a pupil who is clearly unwell should not be at school. This is not only to safeguard the sick child but also to prevent any infection being transmitted to other students and staff. If there are any concerns about whether a child should be attending school, please contact the School Nurse for further information.

2-3 Requirements for Requesting an "Excused" Absence/Late Attendance or Early Exit

2-3-1 Non Emergency Requests

- a. Approval of absences, late arrivals or early exits for reasons other than illness or family emergency must be requested in advance, at least one day before. Parents must do their best to schedule doctor or dentist appointments outside of school time.
- b. Requests should be submitted in writing at the Reception Office . It is not sufficient to inform the teacher or any member of the administration.
- c. Approvals, if any, are issued from the Principal.
- d. Parents are required to support their requests with documents such as a doctor appointment card.
- e. Absences/late arrivals/early exits not approved in advance will normally be considered 'Unexcused'.

2-3-2 Emergency Requests

- a. In case of absence/late arrival/early exit not approved in advance, the parent must submit a request in writing to consider the case as Excused.
- b. The request must be supported by a note from a doctor where applicable.
- c. Without a written request clearly specifying the nature of the emergency and providing the required documents, the case will be registered as "Unexcused".
- d. All requests are to be submitted at the Reception Office
(Note: late arrival before the school closes at 7:30 am may take their children to the school Nurse to receive the child and issue a note for them to go to class. Parents must then return to the Reception Office to submit an official request to consider the lateness as "Excused").
- e. Approvals of requests to consider emergency absence/late arrival/early departure as Excused, if any, are issued from the Principal.
- f. Requests for Early Exit not approved in advance, may result in a wait of up to thirty minutes for staff to collect the child.
- g. When parents request early exit of their children because of an emergency, one of the parents must come to pick them up. Such students will not be allowed to leave early with a driver.

3) CONSEQUENCES FOR FAILURE TO ATTEND AND TO ATTEND ON TIME

- a. In addition to the effect upon academic performance in both BC and Arabic coursework, students in grades 1 – 12, with a high number of unexcused absences, will have their access to Term Exams impacted as follows:
 - Students with 7 absences will not be allowed to write the first term exams
 - Students with 10 absences will not be allowed to write the second term exams
 - Students with 13 absences will not be allowed to write the third exams at the scheduled time and the student will be required to attend school after classes finish in June to ‘sit’ the final exams to determine final course standing.
- b. Excessive tardiness and/or unexcused early dismissal also cannot be permitted. Where a student is tardy to school or leaves school early 3 times in a month, this total will be treated as though the student were absent for one day for the purposes of applying the consequences for a high number of ‘Unexcused’ absences.
- c. Failure to attend school in the first scheduled week, without prior school permission, may result in the loss of a placement and the reimbursement of tuition in accordance with school policy.
- d. Persistent and chronic absenteeism may result in the student being asked to leave Hayat.

4) SPECIAL NOTES REGARDING OTHER ATTENDANCE MATTERS

- a. Make up Work for Student Absences:

Where a student absence has been ‘approved’, that student may make arrangements with individual teachers to make up missed exams or work. In general, students have 1 day per day absence to make up missing work. Making up missing work could include writing missed tests, completing work missed, and/or being assigned alternate tasks to make up for missed work.
- b. Illness arising during the school day:

Students who become ill during the school day and who are not able to continue in their classroom will have their parents contacted for early dismissal. Once a student attends in the morning, they will be counted as present for the day.