



BELVEDERE
INTERNATIONAL SCHOOL

LATENESS AND ABSENCE POLICY

2025-2026

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Revision No.	001
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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	20/9/2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	22.09.2025

The school will maintain accurate daily attendance data for each student, including timely or late arrival to school.

Parents/Guardians will make every effort to ensure that their children attend school every school day and arrive on time.

If students need to be absent from school for a particular day, Parents/Guardians must inform the School accordingly (in line with Policy No 55).

Persistent lateness and absence interrupt and disrupt a child's education.

Lateness can also disrupt lessons for other children in the class. All advanced absence must be made in writing to the Vice Principals or Principal. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.

Unauthorised

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

1. Shopping trips
2. Unnecessary travel
3. Other types of absences not included in the authorised absences list

Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorisation.

Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

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Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Parents/Guardians who plan to have their children miss several days of school are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that will be missed during the absence.

The student or Parent/Guardian shall be responsible for contacting the School 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.

Incentives

Students who maintain a 97% or more attendance per term will be rewarded as follows:

1. Individual House points
2. Principal Awards certificate
3. End of year award

Classes who maintain a 97% or more attendance per term will be rewarded as follows:

1. A non-uniform day
2. An extra Principals' tea party
3. Other rewards as specified by the BIS Rewards and Sanctions Policy

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Expulsion

The school can 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 school has already sent three warning letters, such that a warning is sent every three days.

Additionally, the expulsion order must be issued by the school Principal and approved by ADEK, and the guardian is informed.

Persistent Lateness and/or Absence

Tackling persistent issues such as these takes a Teacher's focus away from the children and onto administration and "catching up" with a child when they return to school.

Belvedere International School will deal with persistent lateness or unauthorised absence as follows:

1. Verbal Warning

After 3 days, the Teacher phones Parents or speaks to them face to face to address the problem. The Teacher follows this up in the Pastoral log and Meeting Report form. The student will have break, sporting activities and ECA privileges removed for one week. This will be reviewed at the end of the week.

2. Written Letter

After 3 further instances, a Parent Letter is written by the Vice Principals. The student will have break, sporting activities and ECA privileges removed for one week. This will be reviewed at the end of the week.

3. Principals Letter

After 3 further late days, the Principal writes a letter to the Parents. Should the situation not improve, the matter is taken further.

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