BELVEDERE
INTERNATIONAL SCHOOL

ATTENDANCE, ABSENCE AND MORNING LATENESS POLICY

2026-2027

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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		Date:	22/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		Date:	22/9/26

Purpose

This policy sets clear expectations for daily attendance and punctuality across Belvedere International School (BIS) and outlines fair, consistent procedures for reporting, documenting, and following up on absences and lateness. Our aim is to protect learning time, support student wellbeing, and comply with ADEK requirements. It also clarifies the shared responsibilities of the school and families to make every school day count.

Key Rules

- **Absenteeism rule (ADEK):**
    - **KG:** Flagged if total absences **>10%** (18 school days per year).
    - **Grades 1–12:** Concerning if total absences **>5%** (9 school days per year).
- **Types of absence:** *Excused* vs *Unexcused*.
- **Medical evidence:** Parent note allowed up to **3 consecutive days** (max **12 days/year**). From **4th sick day**, a **DOH sick leave certificate** is required. If total medical absences exceed **12 days/year**, **DOH medical reports** must be submitted.
- **Lateness:** BIS monitors repeated lateness and will act at its discretion to support punctuality.

School Day & Registration

- **Gate opens:** [7:00 am]
- **Registration time:** [7:45 am]
- **Late mark after:** [7:45 am] (students arriving after this time are marked **Late** in the register).

Excused vs Unexcused Absences:

- **Excused (examples):** illness; emergency medical appointments; family loss (1st/2nd degree); official duties; competitions/events; government public holidays; study/exam leave (with ADEK approval); government-mandated closures.

- **Unexcused (examples):** family vacations in term-time; staying home without notifying the school; non-emergency medical appointments; non-severe weather.

Note: Frequent lateness and unexcused absences affect learning and may trigger formal follow-up.

Medical Absence Documentation

Up to **3 consecutive days** (max **12 days/year**): **Parent-written sick note** (include student name, class, dates, symptoms, and parent signature).

- Starting the **4th sick day: DOH sick leave certificate** is mandatory.
- **Chronic illness (>12 medical days/year):** Parents must submit **DOH medical reports** for the file.

Morning Lateness (Punctuality)

Students must be in class by **[8:00]** ready for learning.

- Late arrivals should report to **Reception** for a late slip before going to class.
- BIS monitors repeated lateness and will contact parents/guardians to support punctuality. Actions may include reminders, meetings, attendance improvement plans, and referrals in line with ADEK guidance.

Reporting an Absence

Parents must notify the school on the same day of absence (preferably before registration) via:

- **Email:** Form Teacher, School Nurse, Social Workers, Admission officer
- **Phone/WhatsApp:** [**037190000**]
- Attach supporting documents within **3 working days**.

Make-Up Work & Assessments |

- Even excused absences require students to **catch up on missed work/tests** within timelines set by teachers.
- Students and parents should coordinate with the teacher to collect missed materials.

Communication & Monitoring

The school will send attendance summaries as needed and will invite parents for meetings if concern thresholds are reached.

- Persistent absenteeism/lateness may be referred to the **Attendance Committee/SLT** and relevant ADEK channels.

Parent/Guardian Responsibilities

Ensure daily attendance and on-time arrival.

- Inform the school of absences and provide documents promptly.
- Avoid family trips during term time and non-urgent appointments in school hours.