



## ATTENDANCE AND PUNCTUALITY POLICY

*In compliance with the Kuwait Ministry of Education's regulations, attendance and punctuality are critical to maintaining academic success and discipline. The following outlines the attendance and punctuality requirements and procedures:*

### Punctuality Requirements

#### 1. Arrival Time:

- *Students are advised to arrive at school at least **15 minutes before the start of the first lesson.***
- *Late arrivals will be recorded, and repeated tardiness may result in disciplinary action.*
- *Always consider the traffic volume and weather conditions and manage time efficiently.*

#### 2. Importance of Punctuality:

- *Being on time fosters responsibility, respect for others' time, and readiness to engage in learning activities.*

### Attendance Policy

#### General Guidelines:

- *Regular attendance is mandatory for all students to ensure consistent learning and academic progress.*
- *Absences must be accompanied by a valid excuse, such as a medical certificate or a letter from the parent explaining the reason.*

#### Procedures for Unexcused Absences in High School:

##### 1. First Warning:

- *Issued after **5 days of absence without an acceptable excuse.***

- *Parents will be informed, and they must sign an acknowledgment of the student's absence.*

## **2. Second Warning:**

- *Issued after **10 days of absence without an acceptable excuse.***
- *Parents will be notified again, and a meeting with school administration may be requested.*

## **3. Third Warning:**

- *Issued after **15 days of absence without an acceptable excuse.***
- *A final notification will be sent to the parents, clearly outlining the consequences of further absences.*

### **Consequences of Excessive Absence:**

- *If a student exceeds **15 continuous or separate days of absence in a school year without an acceptable excuse**, the following actions will be taken:*
  - 1. Discharge from School:**
    - *The student will be discharged and will not continue attending classes.*
  - 2. Promotion to the Next Grade:**
    - *The student may still be promoted to the next grade level.*
  - 3. Retention or Failure:**
    - *The academic year will count as part of the **retention or failure years** for high school, impacting the student's academic record.*

### **Communication with Parents**

- *Timely and clear communication will be maintained with parents regarding their child's attendance and punctuality.*
- *Parents are encouraged to ensure their child attends school regularly and arrives on time to support their academic success.*
- *Staff will follow up with telephonic communication.*
- *Nurses will communicate telephonically with parents of students for absences related to medical conditions.*

*This policy reflects the commitment of Dasman Bilingual School to uphold the Ministry of Education's standards while fostering responsibility and discipline among students.*

## **DOCUMENT CONTROL**

<b>COMPLIANCE</b>	
<b><i>Compliant with</i></b>	<i>Ministry of Education- Kuwait</i>

<b>AUDIENCE</b>	
<b><i>Internal</i></b>	<i>All students in Dasman Bilingual School</i>

<b>VERSION CONTROL</b>	
<b><i>Author</i></b>	<i>SLT &amp; Fay Khan</i>
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