



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 not 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

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

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

VERSION CONTROL	
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