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Rev.:00,

ANPS Attendance and Punctuality Policy

School Timings Student School Day

- Monday to Thursday: 7:45 AM – 2:45 PM
- Friday: 7:45 AM – 11:45 PM

Morning Drop-Off

- Drop-off begins at 7:15 AM. Students may not be dropped off earlier.
- All students are expected to be on school premises by 7:45 AM.
- Students arriving via school buses will be dropped at the school gate. KG students will be escorted to the school doors by bus assistants.

Dismissal

- Dismissal follows a staggered routine. Parents must message the class-designated phone number upon arriving at school.
- Student pick-up time: 2:45 PM.
- On Fridays, pick-up is at 11:45 PM .
- Parents must not call teachers directly. Messages must be sent only when on school premises.
- It is the parent's responsibility to arrange for their child's prompt collection.

Early Dismissal Policy Purpose

To ensure student safety and minimize disruption to learning through a structured and secure early dismissal process.

Procedure

- Requesting Early Dismissal:
 - Send an email to the school supervisor 24 hours in advance, unless in an emergency.
 - Include: student's name, grade, reason, date/time of dismissal, and name of the person collecting the student.
 - Early dismissal will only be approved for medical or embassy appointments with supporting documents attached.

- **Pick-Up Process:**
 - Approved individuals must present a valid ID at the reception.
 - Security will be informed in advance to allow entry.
 - The receptionist will confirm approval and contact the student's supervisor for dismissal.
- **Emergency Dismissals:**
 - In case of emergencies, parents must contact the school office.
 - If a student becomes ill during school hours, the school nurse will contact parents.
- **Restrictions:**
 - No early dismissals are allowed after 2:00 PM.

Documentation & Records

- All early dismissals will be logged with reason, time, and collector's identity.
- Teachers will be informed to ensure students are prepared to leave.

Attendance Expectations

- Attendance is mandatory for all students every school day.
- Kindergarten: If a student misses more than 10% of the school year (18 days) the school will schedule a meeting with the parents to discuss attendance concerns and agree on a support plan.
- Grades 1–12: Missing more than 5% (9 days) is considered a cause for concern and will trigger an intervention plan.
- These thresholds include combined excused and unexcused absences

Absence and Late Arrival

Absences

- Parents must notify the teacher and supervisor before 8:00 AM on the day of absence.
- Medical or official documentation must be provided for excused absences.
- Absences without notice or justification will be recorded as unexcused.

Prolonged Absences

- Requests must be submitted in writing to the Head of School.
- More than three consecutive days require a letter or doctor's note.
- Physical education exemptions must include a medical certificate.

- Chronic illness absences: if a student misses more than 12 school days, parents need to submit to the school DOH medical reports.

Academic Impact

- Unexcused absences result in a zero on assessments.
- Excused absences allow for make-up assessments or assignments upon return.
- Even when absences are excused, students remain responsible for catching up on all missed work.

Punctuality

Morning Arrival

- Students are considered late if they arrive after 7:55 AM.
- Every 3 instances of lateness are recorded as 1 absence on the official record.

Consequences of Lateness

- Late arrivals will be marked in **iSAMS**.
- Parental communication and warning letters.
- Possible meetings and detentions for persistent unexcused lateness.

Skiping Classes

- A student who is present in school but fails to attend a scheduled class will be recorded as skipping class, which is considered a serious violation and will result in disciplinary action.

Absence Monitoring and Enforcement

School Responsibilities

- Teachers take attendance at the start of the day and every lesson.
- Records are submitted to the Supervisor by 8:20 AM.
- Supervisors validate and log attendance in **iSAMS**.
- Attendance is reported to ADEK daily.

Parent Responsibilities

- Ensure daily attendance and punctuality.
- Notify the school of all absences with valid reasons.
- Schedule appointments and holidays outside school days.

Sanctions for Poor Attendance

- Attendance below 90%: warning letter.

- Attendance below 85%: meeting with senior staff.
- Attendance below 80%: risk of non-promotion or withdrawal of enrollment.
- Grade 12 students below 80% will not be allowed to attend the graduation ceremony.
- Continuous unexcused absences (more than 9 days) may result in suspension and referral to ADEK.

Communication and Policy Updates

- This policy will be shared with all parents at the beginning of the school year.
- Any changes will be communicated promptly and made available on the school's website.

This Attendance Policy is designed to reinforce the importance of attendance and punctuality, protect students' academic progress, and ensure their safety throughout the school day.

Please see the details below regarding excused and unexcused absences

Excused Absences	Unexcused Absences
Illness	Family vacations during school days
Emergency medical appointments	Staying home without notifying the school
Family loss (1 st & 2 nd degree relative)	Non-emergency medical appointments
Official duties	Non-severe weather conditions
Competitions/events	
Study/exam leave (with ADEK approval)	
Government-mandated closures	

Approval Approved by:
School Director
Ahd Abou Ghazal

