



## Attendance, Late Arrivals and Collection Policy

Academic Year (2016-2017)

### Attendance Policy

- Ensuring regular attendance at Little Village Kindergarten is a shared responsibility between parents/guardians, teachers and the kindergarten.
- School attendance is compulsory.
- Students will attend school from the first to the last day of each term.
- Parents have the responsibility to ensure their child's regular attendance to school
- Positive attendance patterns should be fostered with all students by all educators within the school.
- Class Teachers are responsible for the recording of attendances/absences according to the school's requirements.
- The Class teacher has the responsibility to promote regular attendance of students to class and she will inform Parents/Guardians when an attendance problem exists. Any such cases will be monitored by the social worker.
- Every absence is a concern since every class, lesson, and activity is important in the learning plan of each course as Learning is maximized and desirable behaviour patterns are developed when a student attends school regularly and arrives in classes punctually.
- It is the parents/guardians responsibility to contact the kindergarten by phone or in person if the child is sick and needs to stay at home. It is always advisable to keep the child home if he/she is not feeling well but the school should be informed via email or message.
- In the case of absence for sickness the parents **MUST** provide the school with a **official Sick Leave issued from a Hospital ( Health Center- Hamad Medical Corporation)** in case of having a private medical care system the sick Leave must be signed and stamped by the Physician. In case the Sick Leave is not provided to the school , the child's absence will be counted as Absence.
- Absence for any reason other than sickness will be counted and will be subject to the school approval.
- More than 6 days of Unauthorized absence in a term will lead to a meeting with the parents to sign a pledge of ensuring that student will not be absent from the school.
- Absences of 15 days (other than medical purposes) or more in a term could result in the child being taken off role.
- Parents must make sure that their child goes to bed early every night and gets enough sleep as this will help promote regular attendance. As much as possible all appointments such as doctor, dental or other should be booked after school hours or during school holidays.



## Late arrivals and collections Policy

The school day begins normally at 7.00 am. Ideally, the children should be in school at 6.45 so they can prepare for the school day.

- School gate will open at 6.30 am (Not before that) and students can arrive to school at 6:30.
- The front doors are closed at 7.20 am to ensure the safety of the children. The registers are taken at 7.20 am.
- Children who arrive after 7.20 am must be accompanied by a Parent/Guardian to the office to be signed in and fill out the late arrival slip.
- Students are not permitted into class without the authorisation given by the administrator.
- In case of delay, Parents/Guardians need to call the school to inform the admin.
- In case of late arrival, parents will receive a warning letter. After sending 4 warning letters, the parents are called in and they will have to sign a pledge ensuring that the student will reach the school on time
- In case of frequent late arrivals (5 times and more in a term) the case will be referred to the principal.
- Early leave for an emergency or doctor's appointment must be arranged with the school's administration via mail, message or phone call before 11:00pm.
- It is the parent's responsibility to make sure that the child is in school on time every day.
- Children need to be collected from school on time (12:30 pm)
- After school supervision is provided until 2 p.m. There is no supervision for students who remain in school after 2:00 p.m. and the **school does not accept responsibility** for students left at school later than that time.
- In case of emergency parents should call or send a message to the school number (33388201) **before 1:30** so that supervision can be arranged for the child

I , parent of \_\_\_\_\_ read the above detailed Policy and will abide by its terms.

Parent/Guardian Name: \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Contact #: \_\_\_\_\_