



## Attendance, Late Arrival and Collection Policy

Academic Year (2017-2018)

### Attendance Policy

- Ensuring regular attendance at Little Village Kindergarten is a shared responsibility between parents/guardians, teachers and the kindergarten.
- Regular School Attendance is compulsory. Students will attend school from the first to the last day of each term.
- Class Teachers are responsible for the recording of attendances/absences according to the school's requirements.
- **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. All teachers have the responsibility to promote regular attendance of students to class and they will inform Parents/Guardians when an attendance problem exists. Any such cases will be monitored by the social worker and/or Administration (in case of the social worker's absence) .
- **It is the Parent/Guardian's responsibility to inform the school/kindergarten of the student's absence and its reason.** The school will only call to enquire of a student's absence if he/she are absent for 2 consecutive days and the parents did not call to inform the reason.
- 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 via email 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 **an 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 a "counted Absence".
- Absence for any reason other than sickness will be counted and will be subject to the school approval. **More than 3 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.



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### **Late arrival and collection 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**).

- The front doors will be 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 and leaves 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 **ONLY in case of emergency**. 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 **ONLY** parents should call or send a message to the school number (33388201) **before 1:00pm** so that supervision can be arranged for the child if the parent has an emergency and is unable to collect his child before 1:30pm.
- **For bus students kindly refer to the Transport (Bus) Policy.**
- **School timings are the same throughout the academic year except for the month of Ramadan. Ramadan timings will be informed to parents before the commencement of the month. The day is shortened and after school duty will not be available therefore parents are expected to pick their children on time.**

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

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

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

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

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