



ATTENDANCE

GEMS MILLENNIUM SCHOOL, SHARJAH

REVIEWED IN: JANUARY 2017, MARCH 2018, MARCH 2019

POLICY ON ATTENDANCE

Online attendance is taken by the Class Teacher during the Class Teacher's period by 7:40 a.m. The school lays great emphasis on regular attendance. Teachers are advised time and again to be alert where school attendance is concerned.

If pupils do not report to school for more than two days, Class Teachers must call the parents and make a polite enquiry.

Pupils are expected to bring leave notes after returning from absence.

If the leave is for 1 – 2 days, the parent will send a note in the school diary which is signed by the Class Teacher and counter signed by the Supervisor.

If the leave is up to 15 days, approval from the Supervisor is required.

If the leave is for 15 days to 30 days, approval from the Head Primary/ Headmistress is required.

If the leave is for more than 30 days, approval from the Principal is required.

If the leave is on medical grounds, a medical certificate attested by the Ministry of Health should be attached with the letter.

If for any reason, a Teacher/Supervisor feels that a pupil is missing school for frivolous reasons, a detailed enquiry is carried out in which the Principal/Headmistress/Head Primary may be involved.

It is important that all entries for attendance must be error free. This also includes TC cases.