



مدرسة جيمس ميلينيوم الخاصة  
**GEMS Millennium School**  
Sharjah

**ATTENDANCE AND LEAVE POLICY**

**Reviewed By: Senior Leadership Team**

**March 2022**

**REVIEWED in January 2017, March 2018, March 2019, March 2020, March 2021, April 2022**

Online attendance is taken by the Class Teacher during the Class Teacher's period by 7:30 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.

Where a student has 3 consecutive school days of unexplained absence and all reasonable steps\* have been taken by the school to establish the whereabouts without success, the School will make an immediate referral to the GEMS Head of Safeguarding and Child Protection and ensure this is recorded on the Phoenix HSE online reporting system.

\*reasonable steps may include:

- Telephone calls to all known contacts
- Emails to parents
- Contact with other schools where siblings may be registered

Absence from School:

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

If the leave is for 1 - 2 days, the parent must send an email to the Class Teacher and approved 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/ Vice Principal 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.

Leave requests are also raised on Phoenix, and are approved by the Supervisor, Vice Principal, Principal depending on the duration of leave.

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/Vice Principal /Head Primary may be involved.

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

**Next Review Date: March 2023**