



مدرسة جيمس ميلينيوم الخاصة
GEMS Millennium School
Sharjah

ATTENDANCE POLICY

**REVIEWED BY THE SENIOR LEADERSHIP TEAM
MARCH 2025**

GEMS MILLENNIUM SCHOOL, SHARJAH

POLICY ON ATTENDANCE

All students should be in school by 7:30 a.m. Latecomers will be allowed to enter through the Reception area only.

In case the student is late a permission slip from the Supervisor / Vice Principal is required to attend the class.

If the child is late to school for 3 days in a month; he/she will be sent back home on the 4th day.

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.

The school operates on a full attendance policy.

No student will be allowed to leave the school premises except by special permission of the Supervisor.

Requests for early dispersal must be emailed to the Class Teacher with a copy to the Supervisor **at least 2 hours before** the intended dispersal time.

All students must be present in school on the first and last day of each term

In case of absence, parents must inform the Supervisor or Class Teacher by email or call the school reception **before 8:00 a.m.**

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

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. Alternatively, a parent can send an email to the teacher notifying the reason for the child's absence or mark on Phoenix using the parent portal. Notification is received by the respective Supervisor who can then approve the leave.

Absence for more than 3 days requires the online request form to be filled up.

Pupils are expected to bring leave notes after returning from absence. In case of absence due to medical reasons, a MoH attested report must be submitted to the Supervisor.

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When the teacher marks the student ABSENT on Phoenix, the parent receives an SMS notifying the same.

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 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 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/Vice Principal/ Head of Section/ Supervisor may be involved.

As per MoE regulations and the CBSE guidelines, a minimum of 75% attendance is mandatory, and required for promotion to the next Grade.

Students who have been absent from school for one month or more, without permission, are liable to have their names struck off the rolls with the approval of the Ministry of Education and may not be re-admitted.

Students suffering from contagious or infectious diseases must stay away from School till the quarantine period is completed. This should be clearly indicated on the Medical certificate and students are permitted to attend class only after they get the clearance certificate from the school doctor after examination

If a child is sick and cannot appear for the Periodic Tests / Half Yearly / Annual Examination Certificate duly attested by the Ministry of Health (MOH) should be provided.

Promotion of any student who fails to appear for any test / exam on account of illness or any other reason will be decided by the Principal.

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

NEXT REVIEW DATE: MARCH 2026