

JSS INTERNATIONALSCHOOL, DUBAI

ATTENDANCE POLICY

- Class teachers are required to complete marking the attendance register at the beginning of each session everyday. Where there is an absence, teachers are required to enter the appropriate symbol and insist that a leave application, signed by the parent is submitted. Approved leave applications are to be preserved in a file for future reference.
- Subject teachers need to mark the attendance of students in the class log book each period.
- A student has given a leave letter prior to the absence and has taken Principals' approval. (in such case mark the student present after the child reports to school)
- Full attendance in case of Medical certificate.
- Attendance to be given if the child has gone for a school trip / inter school program.
- Attendance to be given if it is a Non Instruction day / (Non teaching day)

Procedures to ensure regular attendance

- Class teachers are responsible for good attendance. Teachers are expected to identify the reason for absence from parents through phone calls, email or written notes in the school diary. Should situation continue, Supervisor should be informed who will contact the parents to help clarify the situation.