



مدارس المملكة  
KINGDOM SCHOOLS

KS 2019-20

Attendance Policy – Parent Edition

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## **Attendance Policy**

### **Rationale**

At Kingdom School, students are expected to attend every class for each day of the school calendar. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits such as responsibility, determination, respect for rules of society, which are critical for developing career readiness skills, success in school and in life.

While acknowledging the critical importance of class attendance, Kingdom School also recognizes that there are times when absence from class is unavoidable.

The satisfactory completion of academic work as well as exposure to the many other learning opportunities provided by KS requires on-time, regular attendance at school. Catching up on missed written assignments is important, but is only a partial substitution for actual attendance. KS provides well-planned learning opportunities for the students every day. If a student is absent or late, he/she loses educational opportunities. Furthermore, the absence of any student affects not only his/her progress, but also negatively influences the progress of the group. It is in every student's best interest to arrive to school on time, to arrive to each class on time, and to be prepared to participate each school day.

### **Minimum Attendance Requirements / 25 Percent Rule**

Regardless of the reason for absence, a minimum of 75% attendance is an essential requirement in line with the Ministry of Education regulations. If a student is absent 25% or more of his/her enrollment in a specific course per semester, he/she may be withdrawn.

The school communicates with parents once a student's absence reaches 5% and 10% for each subject. Parents or a responsible adult are notified and required to attend a meeting when a student's absence reaches 15%, and again once the absence reaches 20%. When a student reaches 20% absence, an individual plan is developed to encourage and support a student's attendance in the relevant subject or subjects.

Once a student's absence reaches 25% per semester in any subject, notification will be sent to the Ministry of Education informing them of the school's intention to prevent the student from completing exam(s). If a student requests an exception to this policy, he/she must obtain written permission from the Ministry of Education and then inform the school.

A student who is absent 25% or more from a course prior to the end of the semester meets with the Behavior Committee to decide the best course of action. This meeting also includes the parent. Disciplinary actions may include suspension from school or exclusion from attending class.

### **Lateness / Tardiness**

Students are expected to be in class on time. Students who are late to first period must report to the Administrative VP or the individual responsible for recording absence and tardiness. These individuals record the time and reason for lateness, and addresses the student situation as per the KS attendance policy and stage procedures.

If students are late following breaks or moving from class-to-class, they will be marked as 'late' by the classroom teacher. This information is recorded on the school register and in the Rediker attendance portal. Teachers have the right to refuse student entry if he/she exceeds the expected limits.

Importantly, three (3) 'tardies' (i.e. late to class three times) are counted as one absence for that subject. Students and parents receive periodic reports of their attendance and lateness (i.e. quarterly report cards).

## **Truancy / Cutting Class**

Truancy is not tolerated under any circumstances. Truancy is dealt with as per the MoE and KS Discipline Policy and may include detention or suspension from school. A student is considered truant if he/she:

- Is absent without knowledge and consent of parent / guardian
- Falsifies parental notification regarding absence
- Leaves school without signing out at the office or leaving with a relevant person
- Is absent from class without permission
- Obtains a pass to go to a certain place and does not report there, i.e. KS School Clinic
- Fails to attend scheduled breaks, meetings, assemblies, etc.
- After arriving on campus, is absent from class without the consent of the school

## **Excused Absences**

The following list identifies situations in which a student's absence is considered as 'excused'.

- Illness or medical emergency, provided a medical certificate from a recognized medical center or practitioner is submitted within 3 days of returning to school
- Death in the immediate family provided parents notify the school
- Observance of a religious holiday
- Family emergencies beyond the student's control (approved by Administrative VP)
- Representing Kingdom School or attending a Kingdom School sponsored trip
- National and international tests scheduled during the school day
- Scheduled embassy appointments
- Representing Saudi Arabia in a certain field, e.g. sporting, cultural, political etc.
- Court appearances or other KSA Government body demands (wherever possible such appointments should be arranged out of school time)
- KSA religious or National holidays
- Severe weather circumstances: There may be instances where either the school is forced to close, or chooses to close for the safety of both staff and students. In this case the day will not be counted as an official school day. If there is no official notification from the school (by email, SMS or published on the website), or from official Government broadcasts then students are expected to attend.

## **Unexcused Absences**

- All absences other than 'Excused Absences' as defined above, are considered unexcused.
- Unexcused absences result in a grade of 'F' on any missed assignments, quizzes, and exams; this will in turn have a negative impact on the student's grades.

## **Vacation or Nonessential Travel**

- All vacations must be taken during the official vacation periods as published on the Kingdom School website.
- Other non-essential travel that occurs during the year is recorded as an unexcused absence.
- The school start and end dates are published on the KS website, and attendance is counted from the first to the last day of the school year. Returning to KS after the school start date due to the inability to manage suitable travel arrangements is not an excused absence.
- Similarly, departing KS prior to the beginning of the official holiday period is not an excused absence.

### Early Pick-up

It is very important to your child's education to be in school all day, every day. If your son/daughter has an exceptional circumstance and must leave the school, please advise the school reception office in advance by providing a written request form with supporting documentation, such as an appointment verification, etc. Such documentation should be provided to the school by 7:30 a.m. on the given day. The school will verify the appointment by calling the parent. Kindly make every effort to schedule such appointments after school hours to avoid disruption to learning.

### Afterschool Pick-up

**Kindergarten, Grades 1, 2 and 3:** Students must be collected from their homeroom class by a parent or authorized adult. If parents wish for students to be collected by an older sibling (grade four and above) they need to provide written permission to the child's homeroom teacher. Students who are not collected from their homeroom class within 15 minutes of dismissal will be brought to the central area where the duty teacher will supervise them.

**Grades 4-12:** Students make their own way to the appropriate school gate. The security guards call the student name when the driver or family member arrives. Additionally, KS duty staff members help to supervise this process. Students participating in extracurricular activities report to the teacher in charge of their chosen activity and then make their own way to the gate for collection. If students are not picked up by the designated end-of-day dismissal time, they are escorted to the Main Administration for pick-up.

### School-wide Procedures

The following procedures reflect a set of shared steps between all stages. There may be specific differences in each building due to staffing requirements and individual positions.

- All absences count toward the 25% rule, which a formal attendance conference will be held and an attendance contract put in place.
- If a student is unable to attend school, parents/guardians are required to call the school before 7.30 a.m. on each day of the absence or obtain approval before the absence.
- Student start time is 7:00 a.m. Students arriving after this time are considered late to class.
- Students should move directly to class, where the teacher will take the register.
- Teachers should complete the Period 1 attendance register by 7:10 a.m. This gives the administrative staff sufficient time to follow up on absent or tardy students.
- Daily absences and tardiness are reported on the report card.

### Elementary Unexcused Absence Procedures

| Number of Days  | Type of Action   | Action Taken   |
|---|--|--|
| Three (3) Consecutive Days – Unexcused<br>Five (5) Inconsecutive Days - Unexcused | Refer Social Worker (SW)   | Due the repeated student absences, the case is transferred to the SW for follow-up   |
| Five (5) percent – Unexcused  | Inform parents<br>Warning letter to parents                              | Formal parent letter <ul style="list-style-type: none"><li>• Contact school for appointment</li></ul> Sign warning letter  |
| Ten (10) percent - Unexcused  | Discipline Committee (DC) Meets<br>Verbally warn student<br>Call parents | DC meets & discusses student issue<br><br>Verbally warn student<br><br>Formal parent letter <ul style="list-style-type: none"><li>• Contact school for appointment</li></ul> |
| Fifteen (15) percent - Unexcused  | Call parents   | Receive formal letter  |

|                                 |   |   |
|---------------------------------|---|---|
|                                 | Refer the case to MoE Social Services Dept.   | Refer to MoE Social Services Dept. & SW to follow-up  |
| Twenty (20) percent - Unexcused | Refer to KS Child Protection Policy (Neglect) | DC meets to review all case documentation (student & parent documentation)<br>Finish necessary MoE procedures <ul style="list-style-type: none"> <li>• Follow KS Child Protection Policy (Neglect)</li> <li>• Inform parents of action taken</li> </ul> |

### High School Only

- Any student arriving after 7:10 a.m. may be denied entry to the class, and will be registered as absent for that period. If an appropriate reason, with documentation, is provided to the Administrative Vice Principal, then the student may be provided with a 'late pass', and allowed to enter the class.
- As teachers are unable to alter the student's status once the attendance has been submitted, it is the responsibility of the student to follow up with the relevant staff member regarding his/her status.
- For each successive period, the same procedure applies. Students have five (5) minutes from the beginning of the period to arrive at class. After ten (10) minutes, a student may be denied entry and registered as absent, despite being present on the campus.
- In addition to a daily attendance and tardy rate, subject-by-subject rates will be reported on semester and final report cards. Regardless of the number of periods or days missed, each student's academic grade reflects only the stated learning goals, as assessed by the subject specific assessment framework.
- Absence and tardiness are reported in the interim reports (Quarter 1 and Quarter 3) as a subjective mark.
- In line with the Ministry of Education requirements, an absence 'mark' is generated for the final semester report card. This mark does not affect the academic grade in any way.

### Accountability and Records

Teachers are responsible for:

- Monitoring and recording student absence and tardiness to class. This is completed using the electronic student information system (Rediker).

Attendance Monitors (or equivalent positions) are responsible for:

- Recording student lateness (i.e. tardiness to school)
- Changing or updating a student's status (e.g. if a student has been marked as 'absent' by the teacher, and subsequently arrives late, these persons are responsible for updating the status and assessing the validity of the reason provided)
- Sending notification to parents of students who are late to school. Where possible parents or a responsible adult should be notified by calling prior to 8 a.m. Where this is not practicable, alternative notification systems may be utilized such as email or SMS
- Informing the Administrative Vice Principal when a student reaches the notification threshold for absence

Administrative Vice Principals (or equivalent position) are responsible for:

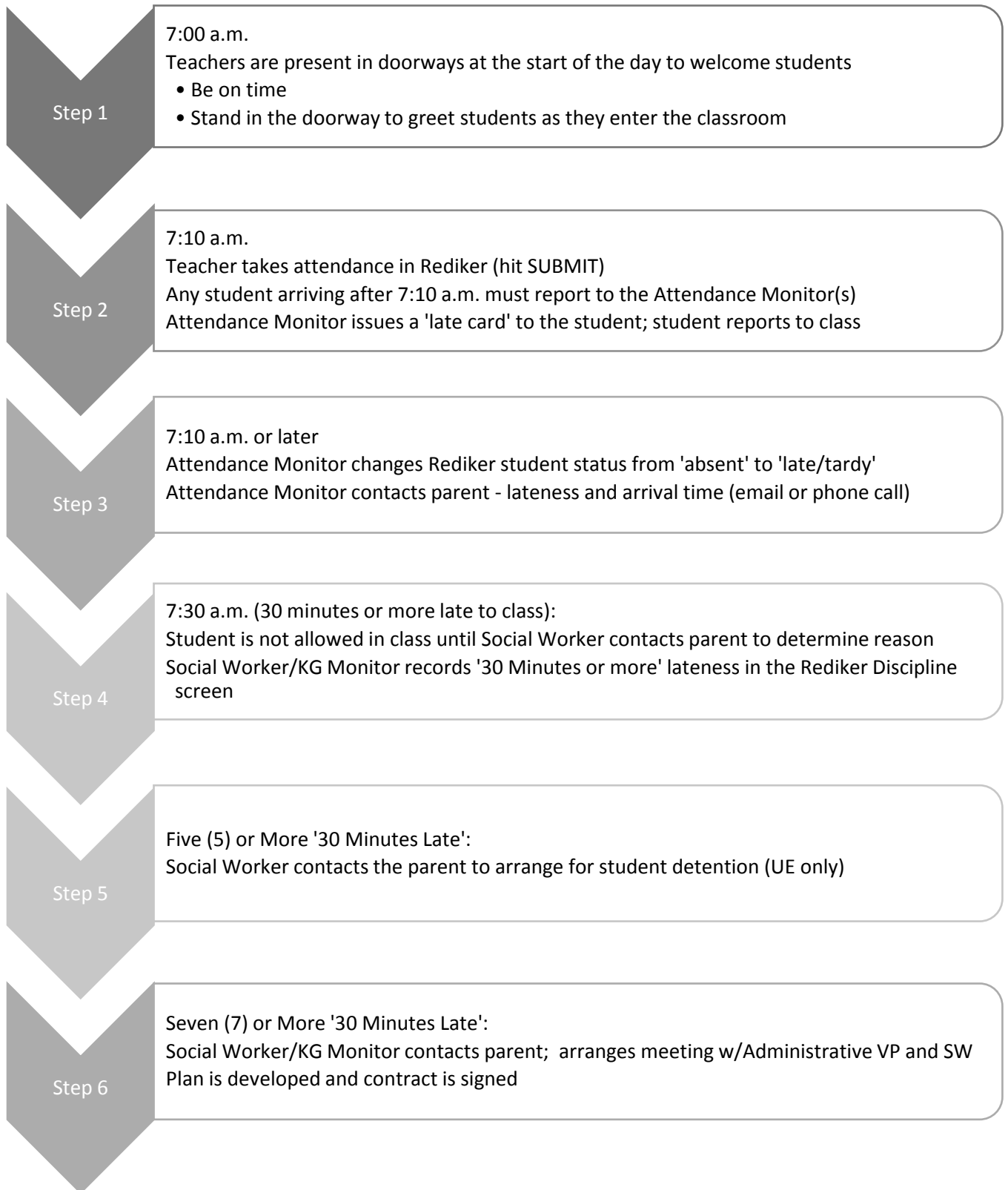
- Managing disruption to class caused by late students
- Documenting and arranging parent conferences for students who have reached the notification thresholds
- Documenting, using the appropriate forms, actions carried out by the school to ensure students do not exceed the minimum attendance requirements
- Communicating through the appropriate channels with the Ministry of Education the intention to deny any student access to the exam due to exceeding the minimum attendance requirements
- Meeting with parents of students at the 20% and 25% threshold to inform students of next steps
- Chair the disciplinary committee to decide the best action for any student who has reaches 25% absence
- Coordinate and monitor quality assurance of attendance procedures

Academic Dean is responsible for:

- Liaising between the school and the family of any students with Political, Diplomatic, or Royal duties which may unduly affect their ability to attend school
- Liaising between the MoE and the school to ensure consistency of procedures

## KG, BIE & GIE Late Procedures

### KG & Elementary Procedures

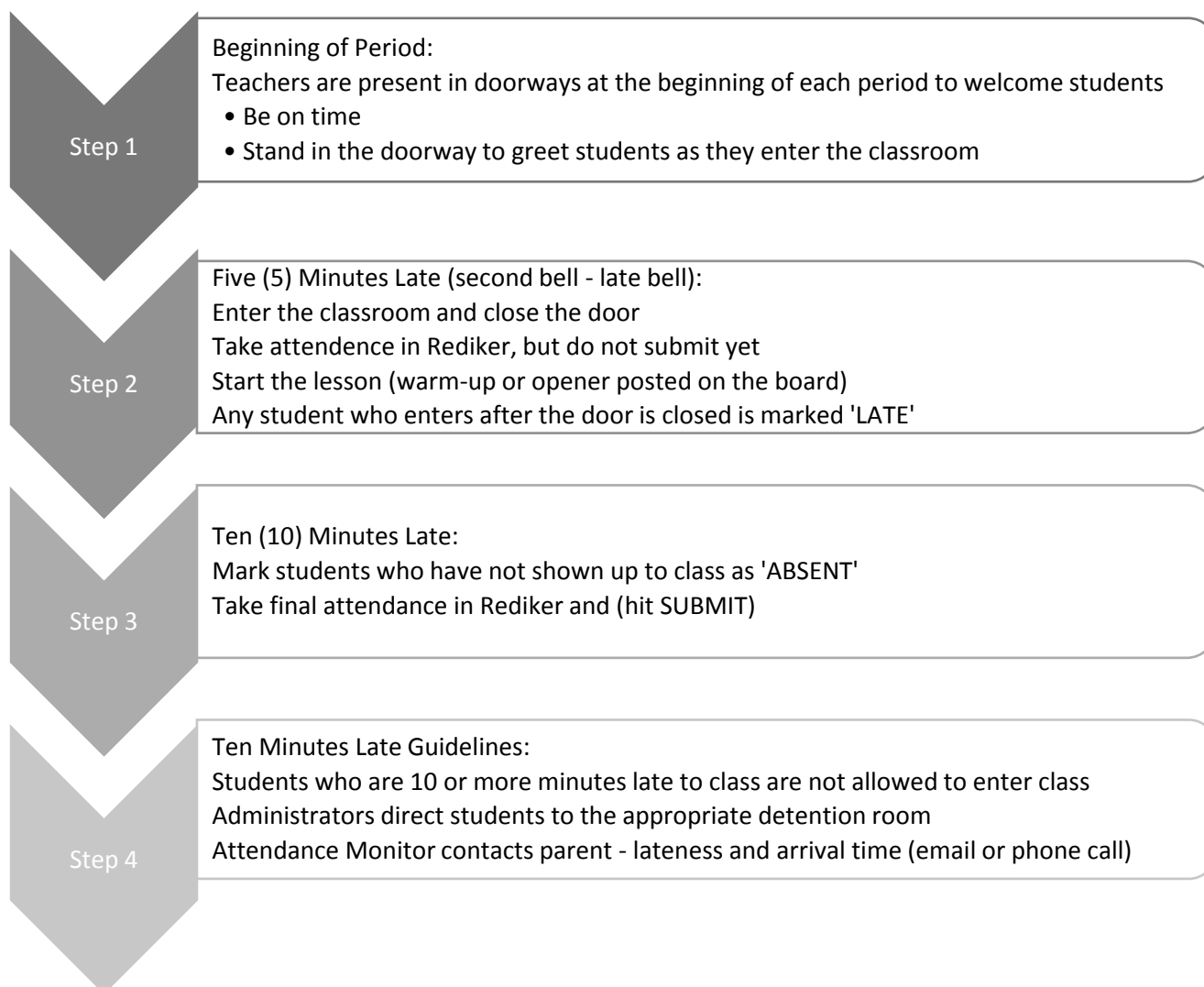


| Reminders / Five-Minutes Late: Every three (3) late marks equal one (1) ABSENT. |  |
|---|--|
| After three (3) late marks:   | <ul style="list-style-type: none"> <li>• A school-generated email is sent to the student's parent</li> </ul>                                   |
| After the next three (3) late marks:  | <ul style="list-style-type: none"> <li>• A school-generated email is sent to student's parent</li> <li>• A phone call to the parent</li> </ul> |



## BIH & GIH Late Procedures (Each Period)

### High School Procedures



|   |  |
|---|--|
| <b>Reminders / Five-Minutes Late:</b> Every three (3) late marks equal one (1) ABSENT.                  |  |
| After three (3) late marks:   | <ul style="list-style-type: none"> <li>• A school-generated email is sent to the student's parent</li> </ul>   |
| After the next three (3) late marks:  | <ul style="list-style-type: none"> <li>• A school-generated email is sent to student's parent</li> <li>• A phone call to the parent</li> </ul>   |
| <b>Reminders / 10-Minutes Late:</b> Every ten-minute late mark per class subject equals one (1) ABSENT. |  |
| After one (1) ten-minute late mark:   | <ul style="list-style-type: none"> <li>• Students are not allowed to enter the classroom</li> <li>• Administrative VP immediately contacts parents (phone or email)</li> </ul>   |
| After three (3) ten-minute late marks per class subject:  | <ul style="list-style-type: none"> <li>• See above, plus</li> <li>• Student serves in-school detention</li> </ul>  |
| After six (6) ten-minute late marks per class subject:  | <ul style="list-style-type: none"> <li>• Student is issued a formal warning and sign a contract</li> <li>• Student serves in-school suspension for one (1) day</li> <li>• Parent meets with Administrative VP</li> </ul> |