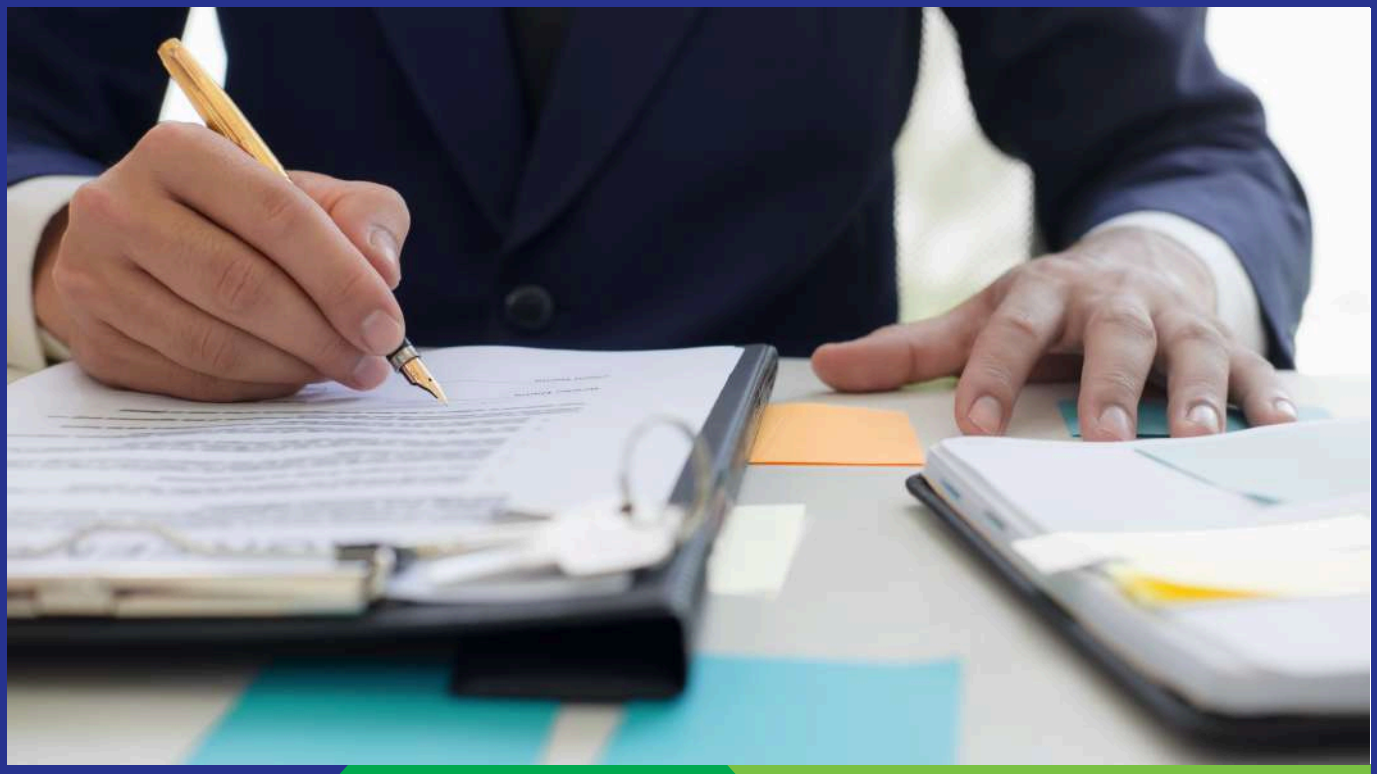
مدرسة الإبداع العلمي الدولية
INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
BAHRAIN | البحرين



Attendance Policy

Attendance Policy

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Contents

Rational....3
Reasons for absence must always be communicated to the school. 3
Morning Attendance Procedure....3
Expectations....4
We expect that Parents/Guardians will:....4
We expect the Homeroom Teacher to:....4
We expect the Assistant Phase Supervisor to:....4
We expect the Head of Phase to:....5
We expect the School Counsellor to: 5
Consequences....6
Tardiness....6
Absenteeism....6
Lateness During Winter and End-of-Year Examinations for Secondary Students 7
Consequences of Lateness During Exams: 7
Parental Responsibility: 7
Appendix 1:....8

Rational

Good teachers and the best curriculum offer little benefit if students do not attend school regularly. Frequent absences not only impact a student's academic success but also have future implications for success in life. Students who attend school regularly have been shown to achieve at higher levels than those with irregular attendance. Establishing good attendance habits early will better equip young people to become productive members of society. Time lost from the classroom is essentially irretrievable; the experiences, discussions, and the uniqueness of the classroom learning process necessitate regular school attendance. Classroom attendance is considered an integral part of the student's course of study.

Reasons for absence must always be communicated to the school.

Guidelines for attendance:

ATTENDANCE %	PERFORMANCE / GUIDELINE
96% AND ABOVE	Outstanding
95%	Excellent
94%	Good
92%	Satisfactory
LESS THAN 92%	Requires Improvement

Morning Attendance Procedure

Time	Activity / Responsibility	Person(s) Responsible
7:15 a.m.	School doors open for students	N/A
7:30 a.m.	Students expected in designated classrooms/areas	Students
7:30 – 7:40 a.m.	Registration during morning form tutor session	Form Tutors
7:40 a.m.	Complete electronic EduNation register	Homeroom Teachers
7:40 a.m. onwards	Late arrivals enter via main reception; receptionists record late comers directly in EduNation and issue a **late slip**. Students **must present the slip to their teacher** to be allowed into class.	Reception Staff
8:00 a.m.	Print fire register	Reception Staff
8:00 a.m.	Manual attendance check using fire register; return registers to designated location	Assistant Phase Supervisor
8:30 a.m.	Use the cross-checked fire register to update EduNation if needed. Any changes to the fire register should be noted manually.	Assistant Phase Supervisor
Before 10:00 a.m.	Contact students who have been absent for **more than 2 consecutive days** to verify safety and record details in the call log and send an EduNation message to the parent.	Assistant Phase Supervisor
Every lesson	Attendance taken for Secondary students; updates for late arrivals or reasons for absence are recorded in EduNation	Subject Teachers / Teachers

Expectations

- In line with the above, we expect all students to:
- Attend school consistently and participate in all lessons.
- Arrive punctually to school and to every lesson.
- Come prepared and equipped for the day's learning.
- Engage fully in all lessons.
- Follow the school's procedures for attendance and punctuality.
- Take responsibility for completing any work assigned during an authorised period of absence.

We expect that Parents/Guardians will:

- Place a high priority on their child's attendance and academic achievement.
- Avoid allowing their child to miss school unless it is unavoidable.
- Schedule health appointments outside of school hours whenever possible.
- Plan holidays outside of term time whenever possible.
- Inform a member of staff (usually the Assistant Phase Supervisor) of any issue or reason that may prevent their child from attending school, and provide any necessary supporting documentation via EduNation.
- Work collaboratively with the school to address attendance or punctuality concerns.
- Ensure their child arrives on time for school and for online lessons.
- Notify the school, either by email to the supervisor or by calling the phase supervisor, on the first morning of absence, preferably by 7:15 a.m., whenever their child is unable to attend.
- In the case of illness or injury likely to result in an absence of three days or more, inform the school immediately and provide regular updates on progress. Upon the child's return, submit a sick note to the Assistant Phase Supervisor confirming the child was ill and is fit to return to school.

We expect the Homeroom Teacher to:

- Set a positive example by maintaining good attendance and arriving on time.
- Arrive promptly at their classroom or the designated outside assembly area, prepared to receive students. Set up the classroom for the day and welcome students as they enter between 7:10 a.m. and 7:30 a.m.
- Take attendance promptly at 7:30 a.m., and no later than 7:40 a.m., recording it accurately online via EduNation.
- Only mark a student as present if they have been seen by the teacher or if a note has been provided by another teacher confirming the student's involvement in a school activity or practice.
- Work collaboratively with parents who, due to exceptional circumstances, require flexibility in scheduling lessons. Establish a mutually agreed timeframe for completing missed activities and use this to verify and retrospectively update attendance records accurately.
- Promote the importance of regular attendance and punctuality, addressing this with the whole group and with individuals as needed.
- Ensure that absence notes are received, record reasons for absence accurately, and update the system if information becomes available after initial logging.
- Review student records on EduNation to monitor patterns of lateness or absences in other lessons.

We expect the Assistant Phase Supervisor to:

- At 8:00 a.m., visit each classroom to cross-check the physical fire registers with students present in Lesson 1.
- After cross-checking, update attendance in EduNation based on the fire register, noting any discrepancies manually.

- Ensure that EduNation sends email alerts to parents of students who have been absent for two consecutive days, no later than 10:00 a.m.
- Track individual student attendance and generate a monthly report for Heads of Phase, the school counsellor, and homeroom teachers detailing patterns of unauthorised absence.
- Monitor weekly attendance data and alert the Head of Phase to any student whose attendance falls below 94%, using the individual attendance tracker as a reference.

We expect the Head of Phase to:

- Promote good attendance and punctuality within their phase to ensure that targets are consistently met.
- Ensure all Homeroom/Class Teachers are familiar with and adhere to the Attendance and Punctuality Policy.
- Provide guidance, support, and training to Homeroom/Class Teachers as required.
- Meet with parents whose child's attendance is a concern (especially if it falls below 90%) and, with the support of the guidance counsellor, develop an action plan to improve attendance.
- Analyse monthly attendance data to identify individuals or groups exhibiting:
- Unauthorised absences
- Frequent short absences, particularly where a pattern emerges (e.g., every Thursday or Sunday)
- Persistent lateness
- Ensure that parents submit applications for planned holidays or other known absences.
- Advise and encourage parents to avoid scheduling holidays during term time.

We expect the School Counsellor to:

- Support students with attendance or punctuality issues by identifying underlying causes and providing guidance.
- Collaborate with Heads of Phase, Homeroom Teachers, and the Assistant Phase Supervisor to develop action plans for students with poor attendance.
- Provide interventions, mentoring, or counselling sessions for students who exhibit patterns of unauthorised absences, frequent short absences, or persistent lateness.
- Maintain accurate records of all counselling sessions and follow-ups related to attendance concerns.
- Communicate with parents as appropriate, offering support and guidance to improve their child's attendance.
- Contribute to monthly attendance reports, highlighting students who require targeted support.
- Advise and support staff in implementing strategies to improve attendance and punctuality across the school.

Consequences

Tardiness

Offence	Frequency	Consequence
This refers to being late in coming to school at the start of the school day and to instances of being late to lessons within the school day	Lateness of **5 days or more** in a calendared month	Written message to parents via email from the Phase Supervisor, signed by the Head of Phase, with the Counsellor copied in.
	More than 3 months of 5+ days lateness	Parents and student called to a meeting with the Head of Phase. Parents and student sign a written pledge not to repeat the offence.
	Consecutive lateness or an identified pattern of lateness	Where repeated consecutive lateness or a clear pattern is observed, parents will be invited to an in-school meeting. Further action will be taken at the school's discretion, in line with the School Behaviour Policy.
	Subsequent occurrences after previous interventions	At the school's discretion, consequences may include one or more of the following: Implementation of the **Behaviour Policy** Issuance of a written notice **refusing re-enrolment** for the following academic year **Reporting the matter to the Ministry of Education**

Absenteeism

Offence	Frequency	Consequence
This refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	Three (3) incidents of unexcused absence within a short period (e.g., an academic term)	Written message to parents via email from the Phase Supervisor, signed by the Head of Phase, with the Counsellor copied in.
	Additional three (3) instances within the same term	Follow-up email to parents from the Phase Supervisor, signed by the Head of Phase, with the Counsellor copied in.
	Next three (3) instances	Parents and student called to a meeting with the Head of Phase and Counsellor. Parents and student sign a written pledge not to repeat the offence.
	Any additional instances beyond the above	At the school's discretion, consequences may include one or more of the following: Implementation of the **Behaviour Policy** Issuance of a written notice **refusing re-enrolment** for the following academic year **Reporting the matter to the Ministry of Education**

Lateness During Winter and End-of-Year Examinations for Secondary Students

Punctuality during examination periods is **critical** to ensure a smooth and fair assessment process. All students are expected to:

- Arrive at the exam venue **at least 10 minutes before the scheduled start time**.
- Bring all required materials and be fully prepared to begin the exam at the scheduled time.
- Follow instructions from invigilators promptly and without disruption.

Consequences of Lateness During Exams:

- Students arriving **after the official start time** may be allowed to enter at the discretion of the exam supervisor, but the **time lost will not be compensated**, and exam duration will remain fixed.
- Repeated lateness during examination periods will be reported to the **Head of Phase** and may lead to additional disciplinary measures, in line with the school's **Attendance and Behaviour Policies**.
- Extreme cases of lateness, where a student misses a significant portion of an exam, may result in the exam being **voided**, or further action including **reporting to the Ministry of Education** if necessary.

Parental Responsibility:

- Parents/guardians are expected to ensure that students are on time during all examination periods.
- Any unavoidable delays due to exceptional circumstances must be communicated to the **Phase Supervisor before the start of the exam**.

This policy ensures fairness for all students and underscores the importance of punctuality during critical assessments.

Appendix 1:

Parent/Guardian Attendance and Punctuality Pledge

I, the undersigned, as the parent/guardian of:

Student Name: _____
Class/Year: _____

acknowledge and agree to support the school in promoting regular attendance, punctuality, and accountability. I understand that consistent attendance and timely arrival are essential for my child's academic success and overall development.

I pledge to:

- Ensure my child attends school regularly and participates in all lessons.
- Ensure my child arrives punctually for school and all lessons, including online lessons.
- Avoid scheduling holidays, non-essential appointments, or absences during term time whenever possible.
- Notify the school, preferably by 7:15 a.m. on the first morning of absence, providing valid reasons and supporting documentation via EduNation or by contacting the Phase Supervisor.
- Provide a sick note to the Assistant Phase Supervisor for absences of three days or more, confirming the child's fitness to return to school.
- Ensure my child presents a late slip to their teacher if arriving after school or lesson start times.
- Work collaboratively with the school to address attendance or punctuality concerns, including following agreed-upon action plans to improve attendance.
- Ensure my child arrives on time for Winter and End-of-Year examinations, bringing all necessary materials and being prepared to start at the scheduled time.
- Communicate in advance with the Phase Supervisor regarding unavoidable delays or exceptional circumstances affecting attendance or exam punctuality.

I understand that:

Repeated tardiness or unauthorised absences will result in escalating consequences, including but not limited to: Written messages or emails to parents from the Phase Supervisor, signed by the Head of Phase, with the Counsellor copied in.

- Meetings with the Head of Phase, Counsellor, and/or Principal.
- Signing a written pledge to correct attendance or punctuality.
- Disciplinary measures in line with the Behaviour Policy.
- Refusal of re-enrolment for the next academic year.
- Reporting to the Ministry of Education in serious or persistent cases.
- Lateness during examinations may result in reduced exam time or, in extreme cases, the exam being voided.
- By signing this pledge, I commit to supporting the school in promoting regular attendance, punctuality, and accountability, understanding that consistent attendance is critical to my child's academic success and wellbeing.

Parent/Guardian Name:	_____	Head of Phase:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____