

Attendance and Absence Policy

➤ Based on the attendance and absence policy issued by the Department of Education and Knowledge, the policy has been amended:

- Attendance Policy (45)

At the beginning of each semester, the school sends to parents its attendance policy, which is approved by the Ministry of Education, explaining the procedures for dealing with cases of student absences to ensure students' attendance and regularity in study, provided that the data is recorded accurately.

- Absentee Policy (44)

The school specialist cooperates with parents to face repeated and permanent student absences, and puts in place the necessary mechanisms to improve attendance rates and ensure students' commitment and discipline.

- The Role of the Student/Parent

- The student must attend school on all days mentioned in the school calendar and not be absent without an excuse.
- Parents should ensure that the student attends school, and if the student is unable to attend school, please provide an official written excuse (medical report, travel authorization, emergency excuse) to register the student as absent without an excuse.
- The school is not responsible for reimbursing students for lessons in case of unexcused absences.

- Cases of cancellation with justification (with an acceptable excuse)

- The following types of absence are considered justified when they are supported by an official letter signed by the guardian and proved by certified documents:
- Death of a first- or second-degree relative.
- Illness with a medical report
- Sudden travel such as travels for medical treatment or the death of a family member
- Scheduled appointments with the doctor with an appointment
- Mandatory attendance at an official body (sports club - Passports and Identity Department).
- Official community mission (participation in a festival, celebration, competition).

- Cases of unjustified absences (without excuse)

- In the event that the student exceeds the maximum number of days allowed for absence, the school will take the following actions:

Absence in one semester	All Grades
Friday's absence	Verbal Alert + Notification of the Guardian + Counting the Day of Absence by Two Days
One day absence	Verbal Alert + Parent Notification
10 days	Summoning the Parent + Pledge + Depriving the Student of School Activities (Trips, Exhibitions, Celebrations)

More than 15 days	Referring the student's and guardian's file to the special departments concerned with child protection + 3-day suspension + retention of the academic year.
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• **Maximum Limit of Absence**

Absence with excuses	15 days throughout the year (separate or continuous)
Absence without excuse	5 days per semester (maximum 15 days per year)
Absence during exam days	Students will retake the exams if they submit a medical report specifying the condition and the number of days of absence and inform the department supervisor or social worker

School Administration

