Absence and Lateness Policy and Procedures

Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date:22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Purpose
The purpose of this policy is to promote a structured and effective learning environment by emphasizing the importance of regular attendance and punctuality. It aims to minimize disruptions to teaching and learning while maintaining accountability among students, parents, and staff.

Scope
This policy applies to all students of ICS, outlining their responsibilities regarding attendance and punctuality. It ensures a consistent approach to managing lateness and absences and aligns with ADEK regulations.

Definitions

- **Punctuality:** Arriving at the school premises by 7:40 A.M. to ensure participation in the full instructional day.
- **Lateness:** Arriving after 7:40 A.M., causing disruption to classes and loss of instructional time.
- **Authorized Absence:** Absence with a valid and verifiable reason supported by documentation or prior approval.
- **Unauthorized Absence:** Absence without a valid reason or supporting documentation.

Responsibilities

- **Students:** Ensure punctuality and regular attendance as per the policy guidelines.
- **Parents:** Notify the school of valid reasons for absences or lateness and cooperate with the school to address concerns.
- **Section Advisors:** Monitor attendance, communicate with parents, and implement the consequences outlined in this policy.
- **Social Workers:** Facilitate meetings with parents, issue undertakings, and provide support to address underlying issues.
- **Head of Section:** Oversee the implementation of the policy and address repeated violations as required.

Lateness Procedures

Purpose:
To ensure timely student arrival and consistent documentation of late arrivals, this policy outlines procedures for issuing and managing lateness slips based on student arrival times.

Slip Categories:

White/Yellow Slip:
Issued to students entering the campus **between 7:51 AM and 7:59 AM**.

Red Slip:
Issued to students entering the campus **at or after 8:00 AM**. The time of arrival must be clearly recorded on the slip.

Procedures:

1. **Students Arriving Before 7:50 AM**
   - May proceed directly to class.
   - **No slip is required.**
2. **Students Arriving Between 7:51 AM and 7:59 AM**
   - Must collect a **White or Yellow slip** upon entry.
   - Proceed directly to their assigned class or section with the slip in hand.

3. **Students Arriving at or After 8:00 AM**

- Must collect a **Red slip** upon entry.
- The exact time of arrival must be marked on the slip.

No student will be allowed into class without presenting the red slip.

Compliance:

Teachers and staff must ensure that students arriving after 7:50 AM are carrying the appropriate slip.

Repeated lateness should be monitored and addressed according to the school's behavior or attendance policy.

1.1 **Punctuality Expectation**
All students of ICS must arrive at school by 7:40 A.M. Students arriving after this time will be marked late.

1.2 **Importance of Punctuality**
Punctuality ensures a structured learning environment. Late arrivals disrupt the teaching process and result in missed instructional time.

1.3 **Exceptional Circumstances**
Exceptions may be made for circumstances beyond the student's control, such as adverse weather conditions.

1.4 **Consequences for Lateness**

- **1st Lateness:** Verbal warning. The section advisor contacts parents via phone and discusses expected behavior with the student.
- **2nd Lateness:** Written warning. The section advisor reminds parents of the Attendance Policy via phone call and follow-up email.
- **3rd Lateness:** First undertaking. Parents meet with the social worker and sign an undertaking. The student is marked absent.
- **4th Lateness:** Second undertaking. Parents attend a second meeting with the social worker to sign another undertaking. Additional actions may be considered if necessary.
- **5th Lateness:** Official warning. The section advisor informs parents via phone and email that future incident will escalate to Level 2 misconduct.
- **6th Lateness:** Third undertaking. Parents and the student meet with the section advisor and social worker. The student is marked absent.
- **Subsequent Lateness:** Every third lateness after the 6th results in an absence. Further lateness will lead to a meeting with the Head of Section.

2. Absence Procedures

2.1 **Definition of Authorized Absence**
Absence will only be authorized with a valid and verifiable reason provided via email. Acceptable reasons include:

- Illness (with supporting documents)
- Death of a relative
- Urgent travel (with evidence)
- Medical appointments
- Official community missions
- Compulsory attendance to an official authority
- Religious events
- Principal's prior approval

2.2 **Consequences for Unauthorized Absence**

- **1st Day:** Parents are contacted by phone, and a valid reason is requested via email.
- **2nd Day:** Written warning. Parents are contacted by phone, and a follow-up email is sent.
- **3rd Day:** First undertaking. Parents are reminded of the Absence Policy via phone call and follow-up email. A verbal and official written warning is issued.
- **6th Day:** Second undertaking. Parents sign the second undertaking, and an official warning is sent.
- **9th Day:** Third undertaking. Parents sign the third undertaking, and an official warning is sent.
- **12th Day:** Fourth undertaking and final warning. Parents sign the fourth undertaking, and an official warning is issued.
- **15th Day:** The student is expelled or dismissed from the school.

3. General Policy Provisions

3.1 The school reserves the right to expel a student for:

- Ten continuous, unexcused absences.
- Fifteen cumulative, intermittent unauthorized absences, in alignment with ADEK policy.

Linked Policies

This Attendance and Lateness Procedure and Policy is interconnected with several other ICS and ADEK policies, which collectively ensure a comprehensive approach to student education and school operations. These linked policies include:

- ADEK Attendance Guidelines
- ICS Code of Conduct
- ICS Student Behavior Policy