



المدرسة الهندية العامة العليا – رأس الخيمة
INDIAN PUBLIC HIGH SCHOOL, RAK

(Recognized by the Ministry of Education, UAE, affiliated to CBSE, New Delhi)
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P.O.Box: 5079, Ras Al Khaimah, UAE



ATTENDANCE POLICY

2016-2017



ATTENDANCE POLICY

No student should miss class or keep away from curricular activities conducted in the school.

Schools are judged strictly by Ministry of Education for attendance and outstanding attendance is being judged as **98%**. Condonation in deserving cases is granted only when the parent applies for the leave of his son/daughter on any of the following grounds.

- Sickness of the student (Supported by Medical Certificate)
- Student's medical treatment (Supported by Medical Certificate).
- Medical treatment of the parents or confinement of the mother and the father's inability to arrange for the stay of the student.
- Bereavement in the family.
- Any other ground acceptable to the Principal.

According to CBSE rules a student falling short of 75% attendance is not allowed to sit for the CBSE Examination of Grades 10 & 12.



INDIAN PUBLIC HIGH SCHOOL

Since 1986

The school supports all students and promotes the importance of good attendance in the following ways:

- **Proficiency Award** for 100% attendance
- Articles in school newsletter, student bulletin, letters to parents and progress report
- Positive ethos and messages in assemblies.

Application for leave:

Application for leave up-to 15 days is to be submitted to the Principal on a prescribed form and sanction obtained in advance of the student's proceeding on leave. No information on telephone is acceptable. Granting of leave does not necessarily mean that the student's name will be continued indefinitely. Leave is not granted during examination. Absence during any of the examinations will result in the student's detention.

Leave/Absence during the school session is recorded in the Absence/Leave Card maintained in the school. Students falling short of 75% attendance will not be eligible to sit for the final examination. Parents should make the necessary arrangement to tutor their wards to cover the scheduled portion during the leave period. Special tests will be given when the students rejoin the school.



ABSENTEEISM

Offence	Frequency	Implications
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	The first four incidents of absenteeism in a short period of time such as a month or an academic term.	<ul style="list-style-type: none">➤ Written warning to student and notify parents.➤ Absent days to be noted in the student’s progress report.
	Up to an additional three instances of absenteeism in a short period of time.	<ul style="list-style-type: none">➤ Parents and student to be called to a meeting with the principal or a designated person by the principal.➤ Parents and student to sign a written pledge not to repeat the offence.➤ Absent days to be noted in the student’s progress report.
	Any additional incidents to the above	At the discretion of the school, decision might include: <ul style="list-style-type: none">➤ Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.➤ A written notice announcing refusal to re-enroll the student in the school for the following academic year.



TARDINESS

Offence	Frequency	Implications
Tardiness – 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.	The first five incidents of tardiness in a short period of time such as a month or an academic term.	<ul style="list-style-type: none">➤ Written warning to student and notify parents.➤ Tardiness will be noted in the student’s calendar
	Up to an additional three instances of tardiness in a short period of time, such as a month.	<ul style="list-style-type: none">➤ Parents and student to be called to a meeting with the principal or a designated person by the principal.➤ Parents and student to sign a written pledge not to repeat the offence.➤ Tardiness to be noted in the student’s calendar
	Any additional incidents to the above	At the discretion of the school, decision might include one or more for the following: <ul style="list-style-type: none">➤ Temporary suspension for up to three days where the student will receive a “zero” on any test administered during suspension days.➤ A written notice announcing refusal to re-enroll the student in the school for the following academic year.