



# LOVEDALE INTL. KINDERGARTEN AL-WUKAIR, DOHA-QATAR



## TRANSPORTATION ABSENCE POLICY 2024-2025

## **1. Purpose**

- To establish guidelines for reporting and managing student absences from the school bus.

## **2. Definitions**

- **Regular Absence:** When a student is not using the bus service for a scheduled route.
- **Excused Absence:** An absence due to illness, family emergency, or other legitimate reasons.
- **Unexcused Absence:** An absence without prior notification or an acceptable reason.

## **3. Notification Procedures**

- Parents/guardians must notify the school bus service at least **24 hours** in advance if a student will be absent.
- Notifications can be made via:
  - Phone call to the transportation office.
  - Email to the designated bus coordinator.

## **4. Documentation**

- For excused absences, parents may need to provide documentation (e.g., a doctor's note for illness).
- Documentation should be submitted within **three days** of the absence.

## **5. Emergency Situations**

- In the case of emergencies, parents should notify the bus service as soon as possible. Each situation will be evaluated on a case-by-case basis.

## **6. Review and Appeals**

- Parents/guardians may appeal decisions regarding absences and bus privileges by submitting a written request to the school administration.

## **7. Communication**

- Regular reminders about the absence policy will be communicated to parents and guardians through newsletters and meetings.