



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



## ATTENDANCE POLICY 2024-2025

At Lovedale International Kindergarten we realize the importance of full attendance for our children. We emphasise to parents that every minute in kindergarten is a learning opportunity.

## **Basis**

Good attendance is vital in order for children to fulfil their full potential at kindergarten. As a kindergarten we monitor kindergarten attendance closely and take actions to ensure that children are attending kindergarten on a regular basis and in a timely manner.

## **Procedures**

- Student attendance is recorded by the class teacher in the Register at the beginning of kindergarten day, 8.00am – 8.30am. Attendance is also recorded daily on Class ERP.
- For students who are absent, the class teacher (ie the homeroom teacher) will record the absence in ERP daily.
- If student is absent for more than 3 days , the class teacher/kindergarten secretary will contact the parent through a phone call .
- Every pupil is expected to have hundred per cent attendance. Ordinarily, no leave is granted during the term and should not be asked for except under very special circumstances.
- Parents have to submit a written application for leave and obtain the necessary permission from the Principal before their child/ren proceed(s) on long leave.
- Application for leave on medical grounds should be supported by authentic medical certificate.
- Absence without permission should be avoided. A student's name will be struck off the rolls if he/she is absent for 30 working days without permission. A minimum of 75% of attendance is necessary to be considered for promotion.
- No leave will be granted during the assessment / examination period.
- Parents may sign the Leave Record in the diary for leave taken for a day or two.

The kindergarten reserves the right to decide what constitutes an authorised absence. If a parent would like to apply for an extended absence they should contact the kindergarten office and the Principal will review the situation and decide if the absence would be authorised or unauthorised.

Attendance records are kept by the kindergarten secretary. These are periodically reviewed and parents contacted if we have concerns regarding the level of attendance.

A student must have an attendance record showing 75% - 80% attendance in order to successfully complete the year and progress to the next year group.

### **Absent students**

If a child is absent we request parents to inform the kindergarten secretary via phone as soon as possible, stating the reason for absence. Parents can call the kindergarten or send a message/email to the kindergarten secretary.

### **Late students**

If a child arrives at kindergarten after 8.00am then they must come to the kindergarten office to collect a late pass. The kindergarten secretary will mark the child as late in the register. If a child arrives after 9am then the child will be counted as absent unless for an authorised reason (see above). Late records are kept by the kindergarten secretary. These are periodically reviewed and parents contacted if we have concerns regarding a child's punctuality.

### **Leaving kindergarten early**

If a child needs to be collected early then the person collecting them must come to the kindergarten office to collect an early pass. The person collecting them may need to provide ID if they are not known to the kindergarten. The person collecting the child fills in a form giving the reason for early collection and they are issued with an early pass bearing the child's name. Children cannot leave before 11.30 am without this pass. Early pick up records are kept by the kindergarten secretary. These are periodically reviewed and parents contacted if we have concerns regarding a child being collected early.

## Parent's role

- Please inform the kindergarten of any absence as soon as possible.
- Please ensure your child arrives at kindergarten before 7.45am.
- Please do not pick up your child before 11.30 am unless absolutely necessary.
  - If parents require homework for an absence due to illness the class teacher will try to accommodate them to the best of their ability and help the child to catch up on work missed.
  - The following methods of explaining student absences, either before or after the event, will be accepted from parents/caregivers:
    - a. a phone call
    - b. a face-to-face explanation
    - c. a note
    - d. an email message to kindergarten stating:
      - i.the student's name
      - ii.the date of the absence and the reason for it
      - iii.a certificate from a health professional
- If a student has repeated absences in the course of a kindergarten term, the class teacher will counsel the student and or their parents regarding this, advising of the likely consequences if this continues.
- When the end-of-year reports are sent out, those students with an excellent attendance record for the whole year will receive an 'attendance certificate', signed by the class teacher and the Principal.
- A student's attendance must be 75% in order to pass the academic year and progress to the next year level.