



BANGLADESH ENGLISH PRIVATE SCHOOL

المدرسة البنجلاديشية الإنجليزية الخاصة

ATTENDANCE POLICY



DEVELOPED BY	SENIOR LEADER TEAM
DEVELOPED ON	JANUARY 2024
APPROVED BY	PRINCIPAL
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1. INTRODUCTION

Bangladesh English Private School (BEPS) recognizes the critical role of regular attendance in students' academic success and overall development. This policy outlines attendance expectations, procedures, and consequences for non-compliance.

2. AIM & OBJECTIVES:

To establish a comprehensive framework, that encourages consistent attendance and punctuality among students and thereby enhancing their educational experience and academic performance.

- Encourage students to attend school daily, minimizing unauthorized absences.
- Instill the importance of arriving on time for all classes and school activities.
- Implement effective tracking systems to identify and address attendance issues promptly.
- Involve parents, teachers, and administrative staff in supporting and improving student attendance.
- Adhere to national policies regarding attendance; ensuring students meet the required attendance thresholds for academic progression.

3. SCOPE:

This policy applies to all students enrolled at BEPS from Kindergarten through Grade 12, as well as their parents or guardians, teaching staff, and administrative personnel. It encompasses daily attendance, tardiness, early departures, authorized and unauthorized absences, and the procedures for managing attendance-related concerns.

4. DEFINITION:

- **Authorized/Excused Absence** – An absence approved by the school, typically for reasons such as illness (supported by a medical certificate), family emergencies, or other valid circumstances as recognized by the school administration.
- **Unauthorized /Unexcused Absence** – An absence not approved by the school, including reasons such as vacations during term time without prior approval or absences without a valid explanation.
- **Tardiness** – Arriving late to school or class beyond the scheduled start time.
- **Early Departure** – Leaving school before the official dismissal time without prior authorization.

5. ROLES AND RESPONSIBILITIES

- ***Students:***

- Arrive on time and attend all scheduled classes and school activities punctually.
- Inform teachers about any valid reason for any absences, supported by appropriate documentation when necessary...
- Proactively obtain and complete any missed assignments or classwork due to absences.

- ***Parents:***

- Ensure their child attends school regularly and arrive on time.
- Inform the school in case of absences.
- Provide medical certificates or necessary documents when required.
- Schedule vacations and non-emergency appointments during school breaks to avoid disrupting the student's education.

- ***Teachers:***

- Maintain accurate attendance records.
- Identify and support students with attendance issues.
- Communicate concerns with parents and administration.

- ***School Administration:***

- Enforce the attendance policy consistently, ensuring alignment with MOE regulations.
- Utilize the "Al-Manhal" system to track and report student attendance, as mandated by the MOE.
- Address chronic absenteeism through meetings with parents, development of attendance improvement plans, and, if necessary, involvement of external agencies.
- Provide regular attendance reports to the MOE and other relevant authorities as required.

6. ATTENDANCE EXPECTATIONS

- **School Timings:**

- KG: **7:40 AM – 12:30 PM**
- Grades 1-12: **7:40 AM – 2:15 PM**
- Teachers must report by **7:30 AM**.
- The first bell rings at **7:40 AM**, and students must be in class before the second bell at **7:45 AM**.

- Students must attend school **at least 90%** of the academic year.
- Attendance will be **monitored daily** by class teachers and school administration.

7. PUNCTUALITY

- Students must arrive **before 7:40 AM**.
- Late arrivals after **7:40 AM** will be marked **late (L)**.
- Repeated tardiness will result in disciplinary action.

8. ABSENCE POLICY

- **Authorized / Excused Absences:**
 - Medical illness (must provide a valid medical certificate if absent for more than two days).
 - Death of an immediate family member.
 - Official school representation (competitions, events).
 - Emergency situations (with parental justification).
- **Unauthorized / Unexcused Absences:**
 - Oversleeping, missing transport, or personal reasons without valid documentation.
 - Family vacations during school days.
 - Frequent late arrivals without justification.

9. LATE ARRIVALS & EARLY DEPARTURES

- Students arriving after **7:45 AM** must report to the **Reception Desk** for a late slip before entering class.
- More than **five late arrivals per month** will result in a **parent meeting**.
- Early departures require written permission from parents and must be approved by the **Head of Section**.

10. CONSEQUENCES FOR POOR ATTENDANCE

Absences	Action Taken
3 Unauthorized Absences	Verbal Warning & Parent Notification
5 Unauthorized Absences	Written Warning & Parent Meeting
10 Unauthorized Absences	Detention & Attendance Agreement
20+ Absences	Academic Consequences & Potential Expulsion (per MOE policy)

11. LEAVE APPLICATION PROCESS

- Parents/students must submit a **leave request form** for absences exceeding **3 days**.
- Approval is at the discretion of the **Principal/Academic Head**.

12. ATTENDANCE & ACADEMIC PERFORMANCE

- Students **must maintain 90% attendance** to sit for final exams.
- **Frequent absences** will impact participation grades and overall academic performance.
- Any student with attendance below **85%** will be **flagged for intervention**.

13. ATTENDANCE REWARDS & RECOGNITION:

- 100% Attendance Award per term.
- Best Class Attendance Trophy for collective punctuality.
- Certificates for Most Improved Attendance.

14. ATTENDANCE MONITORING:

- Teachers will **mark attendance in the system** by **8.30 AM** daily.
- Subject teachers take attendance **every lesson** and report absences to the **supervisors**.
- The **Attendance Officer** monitors records and contacts parents of students with poor attendance.
- **Supervisors** will monitor habitual latecomers and intervene.
- Attendance data is reviewed **monthly** to identify patterns and provide early interventions.

15. INCLUSION AND ATTENDANCE SUPPORT:

BEPS is committed to inclusive education, ensuring that students with special educational needs (SEN) and diverse learning requirements receive equal opportunities to attend school regularly. The school provides:

- Flexible attendance accommodations for students with medical conditions or disabilities.
- Individualized support plans for students facing barriers to regular attendance.
- Parent and student counseling to address attendance-related challenges.

By fostering an inclusive and supportive learning environment, BEPS ensures that all students, regardless of their abilities or backgrounds, have access to quality education and regular school attendance.

16. COMPLIANCE WITH MOE GUIDELINES

This policy is designed to comply with the UAE Ministry of Education's regulations, including:

- Adhering to the MOE's student code of conduct, which incorporates attendance as a component of the student's behavior grade.
- Following prescribed procedures for addressing excessive absences, including parental involvement and potential academic consequences.

17. REVIEW & EVALUATION

- The attendance policy will be reviewed **annually** by the school leadership team in line with MOE regulations.
- School-wide attendance reports will be analyzed to track trends and effectiveness of interventions.
- Feedback from students, parents, and teachers will be collected through surveys.

Approved by,



Principal

