



迪拜中国学校
CHINESE SCHOOL DUBAI

P.O.Box : 624355, Dubai, UAE Tel: 04-2202275
Address : 58C St. Mirdif, Dubai, United Arab Emirates

CSD Attendance and Punctuality Policy

A. Rational and Purpose

Students at Chinese School Dubai are expected to attend school on a regular basis and not leave the school premises once they have arrived in the morning. Good attendance is a foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education and it is the basis for the world of work. It is the policy of the school to celebrate success. Attendance is a critical factor to a productive and successful school career.

B. Policy Statement

Our school actively promotes and encourages 100% attendance for all pupils. Our aim is to ensure that pupils arrive at school and to lessons on time. We strive for attendance that is consistently outstanding for all groups of pupils.

Pass	90% or above
Fail	Below 90%

All staff will be actively engaged in raising attendance levels. This will involve fostering good relationships between pupils and staff, being aware of the causes of poor attendance and ensuring that the curriculum is relevant and appropriate.

We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognize that parents play a vital role and there is a need to establish strong home school links so that we can work together whenever there is concern about attendance.

NOTE: In accordance with UAE law a pupil may be permanently excluded if he/she is absent from school for 20 consecutive days or 25 non-consecutive days within an academic year. In such cases, the school does reserve the right to exclude your child, ask them to repeat a year or withdraw the offer of a place for the following academic year.

C. Guiding Principles

- Attendance



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- If a student will be absent from school due to illness or extended leave, parents/guardians are expected to inform his/her teacher.
 - Attendance will be taken every morning by the Class Teacher / Form Tutor.
 - A doctor's certificate may be required from the second day of medical absence from school when a pupil has persistent attendance issues.
 - All unauthorized absence will be followed up by text messaging.
 - The School will only consider authorizing up to two weeks' absence for additional holiday time per year. Any other time taken for holiday leave will be considered unauthorized.
- Lateness
 - Students are expected to arrive punctually at school. A student who is late arriving should report to the Receptionist and sign before proceeding to class. A student who is late three days in a row or shows a pattern of lateness will be reported to the Head of School by the Head of School's PA to be dealt with.
 - The School's response to repeated lateness will be the same as for absence, with letters sent out. Sanctions might include the withdrawal of the offer of a place for the following academic year.
 - Permission to leave school during the day
 - In Chinese School Dubai, students may not leave the premises at any time during school hours without permission from the Headmaster, Heads of School or their appointed Deputies. All students must be signed out at the appropriate school office.
 - Students at school after hours
 - Students in Junior School and DUCKS are not normally permitted to be in the school or school grounds after 16:00 on schooldays, at weekends, or during holidays unless they are participating in an organized activity.

D. Attendance Procedures

- Class teachers have the responsibility for monitoring attendance within each class and implementing procedures to improve attendance where necessary.
- Class teachers register students during 7.40am to 8.10am.
- Late students, i.e., a student entering class after 7.58am must sign in at reception.
- Class teachers will send an SMS to all parents who have an unauthorized absence.