

SCHOOL ATTENDANCE POLICY

According to the GIS Grading System, student attendance accounts for a portion of the internal marks. Therefore, it is important for parents to be aware of the following:

- All absences are determined by the school principals.
- Once approved, the principal will send an email to notify the respective Academic Director, Arabic Supervisor, Teachers, and Floor Monitor regarding the student's absence details.
- In the event of any missed classwork, quizzes, tests, etc., parents are advised to contact the principal for approval within one week through Teams or by email.
- The floor monitor records student absences during the first period using ODOO and informs parents through a call or Teams.
- All teachers record students' absences in their gradebook for each period.

Excused Absences:

The following situations are considered 'excused' for a student's absence:

- Illness or medical emergency, provided a medical certificate from a recognized medical center or practitioner is submitted within three days of returning to school.
- Death in the immediate family, provided parents notify the school.
- Family emergencies beyond the student's control (approved by the principal).
- Representing Gulf International School or attending a school-sponsored trip.
- Representing Saudi Arabia in a certain field, such as sports, culture, education, etc.

Minimum Attendance Requirements / 85 Percent Rule:

In accordance with the Ministry of Education's requirements, it is crucial to maintain a minimum attendance rate of 85%, regardless of the cause of absence. If a student's absence exceeds 15% of their enrollment in a particular course, they may be removed.

The School Principals meet parents when a student's absence exceeds 5% and 10% for each subject. When a student's absenteeism reaches 15%, parents are informed and required to attend a meeting. Once a student's absences reach 15%, a personalized plan is created to

motivate and assist the student in improving their attendance in the specific topics or subjects.

A notification will be sent to the Ministry of Education when a student's absence in any subject surpasses 15%. If a student is missing 15% or more of a course before the conclusion of the academic year, they will meet with the school counselor and principal to determine the most appropriate course of action. The parents are also included in this meeting. Possible disciplinary measures may include temporary suspension from the educational institution or prohibition from participating in class activities.

Lateness / Tardiness Policy:

- The floor monitor records student lateness and tardiness using ODOO and informs parents through a call or Teams.
- Teachers record students' late arrivals or tardiness in their gradebook.
- Attendance/Floor Monitors (or equivalent positions) are responsible for:
 - Recording student tardiness.
 - Sending notifications to parents of students who arrive late to school. Parents should be notified via phone call, email, or Teams.
 - A student who is late five times within one marking period, will be marked as one unexcused absence for the first period.

Leaving Early

If a student needs to leave early, the parent should follow these procedures:

- If the parent is sending someone to pick up the student, they should call the school and provide the name and ID number of the person who will be picking up the student. The designated person must complete an early pick-up form and sign to acknowledge that they are taking the student early.
- The parent must also inform the school of the reason for the early pick-up.
- If the parent personally comes to pick up their student early, they must present their own ID number and provide the reason for picking up their student early. Additionally, they must complete an early pick-up form and sign to acknowledge that they have taken the student early.

- The school principal will ultimately decide whether the early leave is considered an excused absence.
- If the student is a bus user, the bus monitor should be notified.

Missing Student

- Attendance is taken during every period. If a student is absent, the teacher will notify the floor monitor.
- The floor monitor will then review the morning attendance records.
- If the student has not been reported absent, the monitor will contact the school administration to determine the whereabouts of the student. This may include reviewing CCTV footage.
- If it is confirmed that the student is missing, parents will be contacted immediately.
- If the parent does not respond, the student's emergency contact will be notified.
- If the student's emergency contact does not respond, the school will notify the authorities.

