



Attendance Policy

(Revised Monday, 10 December 2018)

Compass International School Doha (CISD) provides a premium international education which can only be delivered to students who attend school. Much evidence suggests a strong link between school attendance and academic achievement. In line with Ministry of Education rules for attendance at private schools, it is expected that any student wishing to continue as a student at CISD has at least 85% attendance over the course of a whole school year (30 days absence maximum).

“The Ministry of Education and Human Resources, Tertiary Education and Scientific Research seeks to ensure that all students receive a full-time education that provides them with all opportunities to achieve their full potential and prepare them for life. For students to gain the greatest academic and social benefit from their education, it is vital that they attend school regularly and on time, unless the reason for the absence is unavoidable... The link between a student’s attendance and attainment is irrefutable and much depends on enabling mechanisms put into place to boost positive attitudes of learners and students’ wellbeing.” (MoE 2015).

Authorised Absence

Authorised absences are days away from school for a reasonable and/or other urgent unforeseen cause. Absences shall **NOT** be authorised except for the following cases:

- Medical reasons (Doctor’s note required if more than 2 days)
- Natural or other calamity
- Exceptional family circumstances e.g. death of a close relative
- Emergencies or other unavoidable causes
- Personal reasons limited to not more than 5 days in any academic year. Application for absence for personal reasons will have to be made on the appropriate form to the head of campus.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This type of absence includes but is not limited to:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day (this will count as a whole day absence)
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Absence from the country without prior approval
- Excessive illness without medical evidence
- Absences for revision purposes



Persistent absenteeism

The Ministry of Education defines a “persistent absentee” (PA) when he/she misses his schooling for a cumulative period of 30 or more days across the academic year, excluding medical leave or such other leave as duly approved by the Ministry. Absence at this level is considered as being damaging to any student’s educational prospects and full parental support and co-operation is required to tackle this.

Any case that is seen to have reached the PA mark or is at risk of moving towards that mark will be given priority and parents will be informed immediately and/or called at school for explanations (See suggested schedule below).

Should the parents of a persistent absentee not present himself at school as requested by the Head of School or should the explanations given not be deemed reasonable and acceptable, the student will be liable to being refused promotion to the next class. All PA cases will also be automatically reported to the Zone Directorate/PSSA. All PA cases concerning students in their last year of schooling will be systematically reported in their Leaving Certificate.

Limits to approved absences

The MoE deems that the total number of authorised absences, including the absences for personal reasons, shall be limited to a maximum of 5 days in any academic year, excluding

- Approved absences where leave has been granted as per above.
- Periods of prolonged illness where medical leave has been recommended by a medical practitioner

Registration procedures

- All registers will be taken electronically at the start of the day before 7.30. In secondary a register will be taken every period within 10 minutes of the lesson starting.
- If a pupil is late, mark the student present and note the number of minutes late.

Notification of Absence

- Parents/carers are asked to contact Main Reception (secondary) or class teacher (primary) by telephone by 7.15am on the first day of absence and each subsequent day of absence.
- If the parent sends an email to the class teacher/tutor/milepost leader etc., these are to be forward on to the Main Reception.



- For absences of 3 days or more, a medical note should be sent by email or handed in to reception. If this is not received, the absence will be classed as unauthorised.
- **Where a student’s attendance is already below 85%, a medical note will be required for any absence due to illness, not only after the first 2 days.**
- Where Main Reception are not made aware of the reason for a student’s absence, they will contact parents/carers by telephone on the first day of absence.

Holidays during term time

- Parents/carers should not take students on holiday during term time and all holidays will be recorded as an unauthorised absence.

Leaving during the school day

- Students should not leave school before the end of the school day unless there is an emergency and the parent/carer has telephoned the school personally to notify reception.
- Students who fall ill at school will only be allowed to leave school premises with authorisation and contact home from the School Nurse.
- Students will be collected by reception staff when they are due to leave the school for an appointment. They are not to be allowed to go to Main Reception themselves.

Attendance Procedure

Days Absent	Action	Follow Up
Any absence	Telephone call by Reception and registration code amended as necessary	
5 days absence by half-term 1	Email and letter sent home regarding attendance and expectations by Class/Form Tutor. Communication logged on iSAMS. Half termly attendance review between Class/Form Tutor and Milepost/Year Leader.	One week monitoring period
10 days absence by the Winter break	Email and letter sent home regarding attendance and expectations by Milepost/Year Leader to request a meeting. Communication logged on iSAMS. Meeting with parent/carer, student, Class/Form Tutor and Milepost/Year Leader.	Letter home with outcomes. Two week monitoring period. If parents do not attend / reschedule, meet pupil, send outcomes letter.



15 days absence by spring half-term	Email sent home regarding becoming a persistent absentee student by Deputy Head of Campus to request a meeting. Communication logged on iSAMS. Meeting with parent/carer, student, Milepost/Year Leader and Deputy Head.	Letter home with outcomes. Three week monitoring period. If parents do not attend / reschedule, meet pupil, send outcomes letter.
20 days absence by spring half-term	Warning letter from Deputy Head regarding 30 day rule and to request a meeting Communication logged on iSAMS Meeting with parent/carer, student, Phase Leader and Deputy Head No absences authorised without medical evidence	Letter home with outcomes. Two week monitoring period and a meeting arranged after those two weeks.
25 days absence by spring break	Email sent home by Head of Campus to request a meeting. Communication logged on iSAMS. Meeting with parent/carer, student, Deputy Head and Head of Campus.	Letter home with outcomes, two week monitoring period. School liaison with the Ministry of Education regarding student repeating the academic year Meeting arranged after two weeks.
Persistent absence letters will be sent out at the end of each half term for students whose attendance is below 90% with a reminder of the 30 day rule: any student who misses 30 or more school days may be required to repeat their current academic year.		
Celebration letters will be sent out each half term for students whose attendance is 100% for that half term.		



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