



California American School

Absence and Attendance Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Revision of Policy due to COVID 19 PANDEMIC	CAS Administration	March 2020
3	Revision of Policy due to PSRPG by ADEK	CAS Administration	October 2020
4	Revision of Policy due to PSRPG by ADEK	CAS Administration	August 2021
5	Update the school timing	CAS Administration	January 2024



California American School believes that daily attendance is a critical factor in student academic and social success. Students who attend school regularly are more successful academically, socially and emotionally. The school seeks to ensure that every student attends school every day and on time. Further, also school seeks to provide immediate action and/or interventions for students who are demonstrating patterns of excessive absences.

Aims

The aim of this policy is to ensure that:

1. To ensure that students are attending all classes and activities that result in their understanding of the curriculum and the subjects being taught.
2. To set out the School's expectations in relation to full attendance at School by all students without exception, through a clear policy and effective communication with Parents/Guardians.
3. To encourage students to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.
4. To ensure that unauthorized absences are dealt with firmly and effectively.

The daily routine: Timing of the School Day

School Timing

Academic Year 2023-2024		
Monday to Thursday (Kindergarten)		
Period	Time	Duration
1	08:00 – 08:40	40 min.
2	08:45 – 09:25	40 min.
BREAK -1	09:25 – 09:50	25 min.
3	09:55 – 10:35	40 min.
4	10:40 – 11:20	40 min.
BREAK -2	11:20 – 11:40	20 min.
5	11:45 – 12:25	40 min.
Friday		
1	08:00 – 08:45	45 min.
2	08:50 – 09:30	45 min.
BREAK -1	09:30 – 09:55	25 min.
3	10:00 – 10:45	45 min.
4	10:50 – 11:30	45 min.
Activity Time	11:30 – 12:00	30 Min
TOTAL: 24 Teaching Periods		

School Timing

Academic Year 2024-2025			
(Monday & Wednesday - Grade 1 - 11)			
Period	From	To	Period
Arriving	07:30 am	07:50 pm	
Morning Assembly & Broadcast	08:00 am	08:10 am	10 min
1 st Period	08:15 am	09:00 am	45 min
2 nd Period	09:00 am	09:45 am	45 min
Break	09:45 am	10:10 am	25 MIN
3 rd Period	10:15 am	11:00 am	45 min
4 th Period	11:00 am	11:45 am	45 min
Break	11:45 am	12:05 pm	20 MIN
5 th Period	12:10 pm	12:55 pm	45 min
6 th Period	12:55 pm	01:40 pm	45 min
7 th Period	01:40 pm	02:25 pm	45 min

(Thursday - Grade 1 - 11)			
Period	From	To	Period
Arriving	07:30 am	07:50 pm	
Morning Assembly & Broadcast	08:00 am	08:10 am	10 min
1 st Period	08:15 am	09:00 am	45 min
2 nd Period	09:00 am	09:45 am	45 min
Break	09:45 am	10:10 am	25 MIN
3 rd Period	10:15 am	11:00 am	45 min
4 th Period	11:00 am	11:45 am	45 min
Break	11:45 am	12:05 pm	20 MIN
5 th Period	12:10 pm	12:55 pm	45 min
6 th Period	12:55 pm	01:40 pm	45 min

(Friday - Grade 1 - 11)			
Period	From	To	Period
Arriving	07:30 am	07:50 pm	
Morning Assembly	08:00 am	08:10 am	10 min
1 st Period	08:15 am	09:00 am	45 min
2 nd Period	09:00 am	09:45 am	45 min
Break	09:45 am	10:10 am	25 MIN
3 rd Period	10:15 am	11:00 am	45 min
4 th Period	11:00 am	11:45 am	45 min

TOTAL: 31 Teaching Periods

Parents

At the beginning of the academic year, the school issues to Parents / Guardians attendance policy setting out procedures to deal with absences and to ensure that students punctually and regularly attend School and all lessons, and that all attendance data is accurately recorded.

Choice of Learning Mode (Reference PSROG)

“” For schools offering both face-to-face and distance learning, parents may choose their preferred learning mode as per the deadlines given by their schools but must commit to the chosen learning mode for the full term.

Where Students of Determination follow a distance learning mode due to their increased vulnerability or the inability of the school to provide the appropriate measures to ensure safety, they must be provided with all learning materials to enable their academic, emotional, and behavioral progress. Parents and students must be provided with support to access the learning materials which should all be appropriately differentiated according to needs and levels. Their attendance will be marked accordingly “”

Attendance Procedures (face-to-face and distance learning)

- ◆ Student and parent handbooks advise students to be punctual every day in order that they attend classes on time.
- ◆ Teachers maintain a record of attendance by students for every lesson on the Attendance Records.
- ◆ School has processes and procedures to collect and maintain accurate records and track student attendance to be entered into eSIS daily.
- ◆ The school maintains accurate daily attendance data for each student, including timely or late arrival to School.
- ◆ Students arriving late (after 8:00 a.m.) should first sign in at the Supervision Office before continuing to their classrooms.
- ◆ Parents / Guardians- **Home-School Agreemen** are encouraged to make every effort to ensure that their children attend School on every school day and to ensure that they arrive on time.
- ◆ When a student returns to School following an absence, Parents/Guardians are asked to send a signed note to the school indicating the reason for the student’s absence.
- ◆ Students are responsible for completing all assignments missed during their absence.
- ◆ Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- ◆ The school encourages students through rewards for good attendance and punctuality to attend all classes in a timely manner, so that they maximize the educational benefit of being in School.
- ◆ The school ensures that unauthorized absences are dealt with firmly and effectively.
- ◆ On the day of any unexpected absence, parents should contact the Supervision Office before 8:00 a.m.
- ◆ If a student is not feeling well to participate in outdoor break activities or in a physical education lesson, he/she must bring a note, signed by the nurse, stating the reason for nonparticipation. The note should be given to the social worker.
- ◆ If parents know beforehand that an absence will take place due to emergency matters, such as a family crisis, they should notify the Supervision Office ahead of time by E-mail or telephone.
- ◆ On the day of return to school, a note should be sent to the Supervision Office stating the date of the absence and reason.
- ◆ If the absence is due to an illness and has lasted for more than three consecutive days, a medical certificate from a doctor should be provided.

Types of Absences

Attendance is compulsory during all modes of learning (face-to-face or distance learning). A student is marked absent if they fail to attend classes.

Authorized Absences

The following types of absences may be regarded as authorized when confirmed by a signed letter from Parents/Guardians or by way of official documents:

- ❖ Illness.
- ❖ Death of first or second degree relative.
- ❖ Scheduled doctor appointments.
- ❖ Official community task.
- ❖ Mandatory appearance before an official body.
- ❖ Essential urgent family travel for matters such as medical treatment or the death of a family member.

Unauthorized Absences

The following types of absences are to be regarded as unauthorized:

- ❖ Shopping trips.
- ❖ Unnecessary travel.
- ❖ Other types of absences not included in the authorized absences list.

Truancy

Students are truant if they are absent from School without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so that they are absent without authorization. Truancy is an unauthorized absence, and Schools must immediately inform the student's Parents/Guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Completing Missed School Work

If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.

Weather Condition

School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog, Rain, Storm).