



دي بي أس - المدرسة الهندية الحديثة DPS - MODERN INDIAN SCHOOL Doha-Qatar

ATTENDANCE /ABSENTEEISM POLICY

PURPOSE

The purpose of the attendance policy is to encourage regular and consistent attendance and to be punctual to school by all students. There is a high correlation between good attendance, academic achievement and successful every day work experience. To foster positive work and study habits, the DPS Modern Indian School administration and faculty believe that students attend class in order to fully maximize their educational opportunities.

POLICY

1. Students are expected to be on time and attend every class daily. If a student is absent the educational experience will not be satisfactory. Regular and constant school attendance helps develop responsibility, self-discipline and fosters the skills necessary for a successful every day work experience.
2. All students must have minimum of 80% of the school working days.

The following absenteeism will be considered on compassionate grounds:

- a) Absence due to death of close relatives
 - b) Absence with medical certificates.
 - c) Absence due to school events or interschool activities will be marked on duty and attendance will be given.
3.
 - Students who have been sick should bring a medical certificate from their doctor on the day of joining the school.
 - Parents should fill up the “Record for Non-Attendance” for each day if the student is absent from the school, stating the reasons for absence.
 - Students who require medical attention during school hours, may bring it to the knowledge of the class teacher.
 - No one who has been absent on the previous day will be admitted to the class without a letter from the parent addressed to the Class Teacher stating the reason for the absence.
 - Leave for going out of town should be approved prior to proceeding on leave.



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- Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:
 - a. Chicken Pox Till complete falling of the scabs
 - b. Cholera Till the child is completely well
 - c. Measles Two weeks after the rash disappears
 - d. Mumps Until the swelling has gone i.e. about four weeks.
 - e. Jaundice Six weeks after recovery
 - f. Covid-19 As per the guidelines from Ministry of Public Health
- Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only on the payment of a fresh admission fee.
- It is compulsory for the students to complete 80% of the attendance in the academic session to make them eligible to sit for the final examination.

Principal
DPS- Modern Indian School
Doha, Qatar