



مدرسة البراعم العامة  
Buds Public School



## Attendance Policy

### 1. Purpose

To ensure the provision of effective educational services, maintain continuity in student learning, and uphold the academic standards set by the school and regulatory authorities. This policy establishes clear expectations and consequences regarding student attendance, punctuality, and academic progression.

### 2. Scope

This policy applies to all students, parents, and staff of Buds Public School. It is in effect for the academic year 2026–2027 and aligns with the Ministry of Education (MoE), (KHDA) guidelines and Central Board of Secondary Education (CBSE) requirements.

### 3. Responsibilities

#### 3.1 Responsibilities of the School

- Share and implement a clear attendance and punctuality policy.
- Clarify definitions of a school day, registration process, punctuality expectations, and excused/unexcused absences to parents and students.
- Secure and improve teacher attendance to ensure students are not left without a qualified teacher for periods exceeding one week.
- Activate an instant messaging system to notify parents immediately of student absences.
- Issue escalating warnings as per MoE and KHDA guidelines.

#### 3.2 Responsibilities of the Parents

- Read, ratify, and implement the school's attendance and punctuality policy.
- Promote their child's attendance and punctuality and abide by school timings.
- Ensure the student is in full school uniform with required books, stationary, and accessories as per the timetable
- Understand that continued tardiness and absenteeism may result in disciplinary measures and affect re-enrolment.
- Submit valid medical certificates for exam-related absences.

#### 3.3 Responsibilities of the Students

- Work with parents and the school to maintain high attendance rates.
- Abide by school timings and attend all lessons punctually.

### 4. Attendance Requirements

#### 4.1 General Requirements

- Attendance is mandatory for all students on all days the school is declared open.
- An absence on a Friday, or on days directly before or after official holidays, will be counted as two days of absence.

#### 4.2 Unexcused Absence Limits (Ministry of Education Guidelines)

- Maximum per semester: 5 unexcused absence
- Maximum per academic year: 15 unexcused absences
- Exceeding 15 unexcused absences will result in the student being required to repeat the entire school year.

#### 4.3 Consequences After 15 Days of Unexcused Absence

The student's file will be referred to:

- School administration
- Relevant external authorities, including child protection

### 5. Consequences for Tardiness and Absenteeism

#### 5.1 Tardiness

Offence	Frequency	Implications
Tardiness (late to school or lessons without valid reason)	Fifth incident in a short period (e.g., month or term)	Written warning to student and parents; noted in progress report
	Up to additional three (3) instances	Parent-student meeting with Principal; signed written pledge; noted in progress report
	Any additional incidents	School may decide at its discretion: community hours, detention during school hours, or written notice of refusal to re-enrol for following academic year

## 5.2 Absenteeism

Offence	Frequency	Implications
Absenteeism (frequent/habitual absence without valid excuse)	Four (4) incidents in a short period (e.g., month or term)	Written warning to student and parents; noted in progress report
	Up to additional three (3) instances	Parent-student meeting with Principal; signed written pledge; noted in progress report
	Any additional incidents	School may decide at its discretion: community hours, detention during school hours, or written notice of refusal to re-enrol for following academic year

## 6. Attendance for Assessment and Promotion

### 6.1 General Rule

If a student is sick and cannot appear for a test or examination, a Medical Certificate stamped by relevant authorities must be submitted.

### 6.2 Grades 9 to 12 – Promotion Criteria

Performance	Outcome
Failing in <b>one</b> of the five subjects	Placed in <b>compartment</b> in that subject; must appear for re-examination
Failing in <b>more than one</b> subject	<b>Detained</b> in the same grade
Use of unfair means during tests/examinations	Scored <b>zero</b> in that subject; ineligible for any academic award or school leadership appointment

### 6.3 CBSE Board Examination Eligibility (Grades 10, 11 & 12)

Students with less than 85% attendance will not be eligible to sit for CBSE Board Examinations as per Central Board of Education guidelines.

### 6.4 De-registration

Students found with attendance below specified requirements will be de-registered from CBSE board examinations.

## 7. Retention Policy

A student may be retained in the same grade under the following circumstances:

- Insufficient attendance – The student has less than expected attendance without a certified medical reason for the period of absence.
- Insufficient academic performance – The student has not attained the minimum grades in all prescribed subjects based on the promotion criteria.
- Final authority – The final decision on all matters pertaining to retention rests with the Principal.

## 8. Escalation Process (MoE/KHDA Alerts)

Absence Duration	Action
After 1 day of unexcused absence	Alerts and escalating warnings begin
Up to 15 days of unexcused absence	Progressive warnings and parent notifications
After 15 days of unexcused absence	Refer student's file to school administration and external authorities (including child protection)

**Policy code: BPS/005/2026**

**Policy Reviewed: March 2026**

**Effective from: April 2026**

**Reviewed By: Head of Teaching and Learning**

**Next Review: March 2027**

**Approved By: Mr. Donald Weilson (Principal)**