



A'TAKAMUL INTERNATIONAL SCHOOL ATTENDANCE POLICY - ELEMENTARY

Policy Number: ATIS-ATT-ES01

Effective Date: September 2020

Review Date: May 2025

Approved By: School Administration

Applicable To: Elementary Department

I. Purpose

The purpose of this policy is to establish clear expectations regarding student attendance in compliance with the guidelines set forth by the Kuwait Ministry of Education. Regular attendance is essential for academic success, personal development, and maintaining continuity in learning. This policy aims to promote responsibility, accountability, and consistent participation in all educational activities.

II. Scope

This policy applies to all students enrolled at ATIS from Grade 1 through Grade 5. It outlines procedures for daily attendance, reporting absences, handling tardiness, and consequences for excessive absenteeism or unexcused absences.

III. Definitions

- **Excused Absence:** An absence approved by the school administration due to illness, medical appointments, family emergencies, or religious observances.
- **Unexcused Absence:** An absence not supported by documentation or not approved by the school.
- **Tardiness:** Arriving late to school or class without a valid reason.
- **Truancy:** Unauthorized absence from school or class without parental knowledge or approval.
- **Maximum Allowable Absences:** As per Kuwait MoE, students are not permitted to miss more than 20% of total school days in an academic year.

IV. Attendance Expectations

A. Daily Attendance

All students are expected to attend school every day unless prevented by illness or other legitimate reasons. The school day begins at [Insert Start Time], and students must be present for the full instructional day.

B. Reporting Absences

Parents/guardians must notify the school within one (1) school day of their child's absence via:

- Phone call to the attendance office
- Email to Vice principals or Principals
- Written note upon return to school

C. Documentation Requirements

For absences exceeding two (2) consecutive days, parents must provide:

- A doctor's note for medical absences





- Documentation for family emergencies or travel (if applicable)
- Proof of religious observance if requested

V. Excused vs. Unexcused Absences

Type of Absence	Status	Required Documentation
Illness	Excused	Parent notification or doctor's note
Medical/Dental Appointments	Excused	Doctor/dentist appointment slip
Bereavement/Family Emergency	Excused	Written explanation or documentation
Religious Holidays	Excused	Notification in advance
Family Travel	Unexcused	Not considered excused under MoE policy
Truancy/School Skipping	Unexcused	N/A
Lack of Transportation	Unexcused	N/A

VI. Tardiness Policy

Students arriving after the official start time are considered tardy. Three (3) unexcused tardies equal one (1) unexcused absence.

Procedures:

- Students arriving late must sign in at the attendance office or front desk.
- Repeated tardiness will result in parent notification and possible disciplinary action.

VII. Consequences for Excessive Absences

As per the Kuwait Ministry of Education, students who exceed the maximum allowable absence limit (20%) may:

- Be restricted from sitting for semester exams
- Be required to repeat the grade level
- Be subject to review by the School Promotion Committee





Tiered Intervention Approach:

Number of Unexcused Absences	Action Taken
3 absences	Parent notified; counseling session scheduled
6 absences	1 st Formal warning letter issued; attendance contract signed
12 absences	2 nd Formal warning letter issued
18 absence	3 rd Formal warning letter issued
24 absences	4 th Formal warning letter issued
25+ absences	Students will be referred to Ministry of Private Education

VIII. Responsibility of Parents/Guardians

Parents/guardians are responsible for:

- Ensuring regular school attendance of their child(ren)
- Informing the school of any anticipated absences
- Providing necessary documentation for excused absences
- Collaborating with school staff in addressing attendance concerns

IX. Role of the School

The school will:

- Monitor attendance daily and maintain accurate records
- Notify parents/guardians of attendance issues promptly
- Provide support services to address chronic absenteeism
- Follow up with appropriate authorities as required by law

X. Legal Compliance





This policy complies with the Compulsory Education Law of the State of Kuwait and the attendance regulations outlined by the Ministry of Education. Failure to comply may result in legal action against the parents/guardians.



+965 2552 3248

+965 2552 2204

2975 Block1, Road 4,
Sabah Alsalem, Kuwait

