



A'TAKAMUL INTERNATIONAL SCHOOL – KINDERGARTEN
Early Leave and Attendance Policy

Policy Number: ATIS-ATT-KG01

Effective Date: September 2020

Review Date: May 2025

Approved By: School Administration

Applicable To: All KG Students

1. Purpose

To ensure the safety, punctuality, and regular attendance of all kindergarten students, and to establish clear procedures for early departures when necessary.

2. Scope

This policy applies to all KG students and parents/guardians at A'Takamul International School.

3. Definitions

- Attendance: The presence of a student in class during official school hours.
- Early Leave: Any departure from school before the official dismissal time.
- Authorized Person: A parent or adult listed on the student's emergency contact form.

4. Attendance Expectations

- All students are expected to attend school daily and arrive on time.
- Parents must inform the school by 8:00 AM if their child will be absent.
- Absences must be supported by a valid reason and documentation if required.

5. Early Leave Policy

- Early leave is allowed only for urgent or medical reasons.
- Parents must:
 - ✓ Submit a written request in advance (via email or note).
 - ✓ Sign out their child at the front office before leaving.
- No early leave will be permitted after 11:00 AM without special approval.

6. Safety Procedures

- Only authorized persons may pick up or sign out the child.
- Valid ID is required for identification at the time of pick-up.
- Children will not be released to unauthorized individuals under any circumstances.

7. Consequences for Irregular Attendance

- Repeated absences or early leaves may result in a parent meeting.
- Excessive absence may affect promotion to the next grade level as per school policy.





8. Parent Responsibility

Parents are responsible for:

- Ensuring timely arrival and regular attendance.
- Informing the school of absences promptly.
- Following proper procedures for early leave.



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