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## BRITISH INTERNATIONAL SCHOOL RIYADH

# ATTENDANCE POLICY

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The British International School expects students to attend School regularly. It is clearly the responsibility of parents to ensure that their children do attend regularly. For various reasons, some children have not attended as regularly as they should. This creates difficulties for them, because education is a long-term process which requires commitment over time. It is for parents to ensure that absence is minimized and to recognise that significant absence may bring their child's place in the School into jeopardy. It is not fair on those children who do attend regularly to have their teachers' attention distracted by the need to help unnecessary absentees catch up on work they have missed while away.

Consequently, we should be grateful if:

- Parents would do all in their power to ensure that their child or (children) attend school each school day;
- Parents would provide a child with a note explaining why he/she has been absent on his/her return to school. The note should detail the days a child have been absent and the reasons for this absence;
- Parents wishing to take their children out of School for any reason other than that caused by short-term illness would seek permission **IN ADVANCE** to remove a child and explain why they wish to do so. A pro-forma is available for this purpose.

We ask parents to note the following:

- Absence levels of above ten days (not including short-term illness) in an academic year will lead to review;
- If it is felt that reasons for absence are unsubstantial, then a child's place in the School may be called into question;
- It is often not possible to set or provide work for students who are absent, particularly when they are very young and their lessons increasingly depend on a high level of teacher involvement.

We recognise that some of the exigencies of life in Saudi Arabia, particularly block leave schemes, create challenges for some families, but, with our new holiday policy of having three weeks at the end of the Autumn Term, the two week holiday at the end of the Spring Term, regular half terms (except in May) and the long summer holidays, we would expect the vast majority of families to be able to accommodate their own holidays within school holidays.

Please find below the Student Leave of Absence Form to be completed and submitted to the school.



**British International School Riyadh  
Student Leave of Absence Form**

While the School does not approve of students missing lessons in term time, we acknowledge that there are occasions when it is unavoidable that parents will take out their child/children for good reason. If you **must** request leave during term time, please complete the form below and return it to Wyn Williams (Head of Secondary) or Christine Havercroft (Head of Primary) where appropriate. If you have children in both Primary and Secondary, please submit the form to the Head of Secondary only. Salwa students should refer to SALWA section directly.

**Student Details**

Name: ..... Class/Form Group: .....  
Name: ..... Class/Form Group: .....  
Name: ..... Class/Form Group: .....  
Name: ..... Class/Form Group: .....

**Dates of leave requested**

Start Date: ..... End Date: .....  
No. of days requested: .....

Reason for leave requested:  
.....  
.....  
.....

(Please attach any relevant documentation)

Parent's Signature: ..... Date: .....

**School Approval**

**Approval by Principal:**                      Approved                       Not approved

Comments.....  
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**Wyn Williams:** .....  
**Head of Secondary**

**Christine Havercroft:** .....  
**Head of Primary**

**Date:** .....