



مدارس أكسفورد
OXFORD SCHOOLS

شركة المعهد الوطني للعلوم الهندسية والإدارة
The National Institute for Engineering & Managerial Science Co.



Student Attendance Policies



Oxford Schools

 مدارس أكسفورد OXFORD SCHOOLS شركة أكسفورد للتعليم والتدريب The Oxford Institute for Engineering & Management Studies Co. 	Student Attendance Policies	7/9/2016 Last Modified	SAP002
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❖ Attendance Policy

✚ Definitions:

- A. **Absence from School**: A student is absent from school when he/she is not physically present.
- B. **Excused Absence**: A student is absent when he/she is not present during an entire regularly scheduled attendance period according to the following conditions:
- A note or phone call from the parent/guardian.
 - A pass from a staff member (Social Worker).
 - A statement from the doctor, a copy of documents from court appearances.
 - Another form of legitimate documentation explaining the absence.
- C. **Unexcused Absence**: All absences are considered unexcused unless the student has a note or phone call from the parent/guardian, a pass from a staff member (Social Worker), a statement from the doctor, a copy of documents from court appearances, or another form of legitimate documentation explaining the absence.
- ✓ The absentees will be marked as **A** in the attendance file, soft copy will be sent to the **IT** department and the administration department to document the absence
 - ✓ The school follows the Ministry of Education laws for absence.