



مدرسة الآفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

STUDENT ATTENDANCE POLICY & STANDARD OPERATING PROCEDURE

JANNUSAN CAMPUS • KINGDOM OF BAHRAIN



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INDEX

1. Purpose
2. Scope
3. Attendance Policy
 - 3.1 Daily Attendance Entry
 - 3.2 Parent Intimation for Leave
 - 3.3 Unexplained Absence – Mandatory Follow-Up
4. Roles and Responsibilities
 - Class Teacher
 - Coordinator / Section Head
 - Administration
 - Principal
5. Standard Operating Procedure – Daily Process (Timetable Matrix)
6. Procedure for Unexplained Absence (Step-by-Step)
7. Attendance Recording Standards
8. New Teacher Induction
9. Monitoring and Compliance
10. Safety & Safeguarding Principle
11. Confidentiality
12. Daily Attendance Compliance Checklist (Verification Form)



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STUDENT ATTENDANCE POLICY & STANDARD OPERATING PROCEDURE

"Every child accounted for, every absence verified, every record accurate."

Policy No.	Effective From	Responsible Department	Approved By
NHS/ADM/ATT/01	September 2026	Academic & Administration	Principal

1. PURPOSE

To ensure that student attendance is recorded accurately, promptly and consistently across all official attendance records, enabling the school to monitor student safety and punctuality, identify unexplained absences early, maintain accurate records, prepare timely reports, and reduce delays, discrepancies and safeguarding concerns.

2. SCOPE

This policy applies to all students, Class Teachers, Subject Teachers where applicable, Coordinators, Section Heads, administrative staff responsible for attendance, and newly appointed teachers and staff.

3. ATTENDANCE POLICY

3.1 Daily Attendance Entry

The Class Teacher must ensure that attendance is entered accurately in all three official records:

ERP Attendance System

Attendance Excel Sheet

Attendance Register

Attendance must be completed promptly and before 8:00 AM each school day. The three records must be consistent; any discrepancy must be reported and corrected immediately.

3.2 Parent Intimation for Leave

If a student is unable to attend school, the parent/guardian must inform the Class Teacher before 7:00 AM on the same day through the officially designated communication channel.

Student's name

Grade/Section

Reason for absence

Expected duration, where known

3.3 Unexplained Absence – Mandatory Follow-Up

If the student is absent and no prior leave/absence message has been received, the Class Teacher must contact the parent by 7:45 AM to verify the student's whereabouts and record the outcome.

Student absent with parent confirmation

Student arriving late

Parent unaware of absence

Medical/emergency situation

Unable to contact parent

Any concern requiring further action must immediately be escalated to the Coordinator/Section Head.

4. ROLES AND RESPONSIBILITIES

Class Teacher

Take/verify attendance promptly.

Complete ERP, Excel and Register entries before 8:00 AM.

Check parent leave communication and contact parents by 7:45 AM for unexplained absence.

Record responses, escalate concerns and maintain confidentiality.

Coordinator / Section Head

Monitor daily compliance and accuracy.

Check recurring delays/discrepancies.

Ensure new teachers are trained as a highest priority.

Verify ERP, Excel and Register competency and escalate repeated non-compliance to the Principal.

Administration

Maintain the official attendance reporting system.

Compile reports, identify discrepancies and provide technical support.

Submit required reports to the Principal within the prescribed timeline.

Principal

Monitor overall attendance compliance.

Review attendance reports and significant concerns.

Ensure appropriate corrective action and periodic policy review.

5. STANDARD OPERATING PROCEDURE – DAILY PROCESS

TIME	ACTIVITY	RESPONSIBILITY
Before 7:00 AM	Parent intimates Class Teacher regarding leave/absence	Parent
7:00 AM onwards	Teacher checks received leave messages	Class Teacher
By 7:30 AM	Attendance of students is verified	Class Teacher
By 7:45 AM	Parents contacted for unexplained absence	Class Teacher
By 8:00 AM	Attendance entered in ERP, Excel & Register	Class Teacher
By 8:15 AM	Coordinator verifies compliance/issues	Coordinator
As required	Significant/unresolved cases escalated	Teacher → Coordinator → Principal

Note: Timings may be adjusted according to the school's approved daily timetable while maintaining the principle of early verification and reporting.

6. PROCEDURE FOR UNEXPLAINED ABSENCE

Step 1 – Identify: Teacher identifies that the student is absent.

Step 2 – Check: Teacher checks the designated parent communication channel for leave intimation.

Step 3 – Contact: If no message has been received, the Class Teacher contacts the parent by 7:45 AM.

Step 4 – Record: Teacher records the response/outcome.

Step 5 – Escalate: If the parent cannot be contacted or the response raises a concern: Class Teacher → Coordinator/Section Head → Administration/Principal, as appropriate.

Step 6 – Close: Once the student's whereabouts are confirmed and appropriate action is taken, the attendance record is updated accordingly.

7. ATTENDANCE RECORDING STANDARDS

Attendance is entered on the correct date and for the correct student/section.

No student is marked present without verification.

No attendance entry is altered without authorization.

Corrections are made promptly.

ERP, Excel and Register remain consistent.

Attendance is not left pending until later in the day.

Technical problems preventing ERP entry are reported immediately; other official records are maintained as applicable.

8. NEW TEACHER INDUCTION

Attendance training is mandatory for every new teacher before independent attendance responsibility is assigned.

Attendance procedure

ERP attendance entry

Excel attendance sheet

Attendance register

Parent leave communication

Unexplained absence follow-up

Parent contact procedure

Escalation procedure

Attendance correction procedure

Confidentiality and safeguarding expectations

The Coordinator must verify the teacher's understanding before assigning independent attendance responsibility.

9. MONITORING AND COMPLIANCE

Attendance is completed within the stipulated time.

All three records correspond.

Unexplained absences are followed up.

Parent communication is properly documented.

New teachers have completed attendance training.

Repeated non-compliance shall be brought to the attention of the Principal for appropriate administrative action.

10. SAFETY & SAFEGUARDING PRINCIPLE

Attendance is not merely an administrative requirement. Timely attendance verification is an important student-safety and safeguarding measure. Any unexplained absence, inability to contact parents, or information suggesting that a student may be at risk must be treated seriously and escalated without delay through the school's safeguarding/emergency procedures.

11. CONFIDENTIALITY

Student attendance information and parent communications must be treated as confidential and accessed/shared only with authorized school personnel. Teachers must not disclose student attendance information to unauthorized persons.

12. DAILY ATTENDANCE COMPLIANCE CHECK

☐ Attendance verified ☐ Parent leave messages checked
☐ Unexplained absences identified ☐ Parents contacted where required by 7:45 AM
☐ ERP updated ☐ Excel updated ☐ Register updated
☐ All records cross-checked ☐ Concerns escalated where required

Class: _____ Date: _____ Teacher: _____ Teacher Signature: _____ Coordinator
Verification: _____

KEY PRINCIPLE

“Every child accounted for, every absence verified, every record accurate.”

Timely attendance recording is a shared responsibility and an essential part of maintaining an efficient, safe and accountable school environment.

Issued by:PrincipalNew Horizon SchoolKingdom of Bahrain