



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

Attendance Policy



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ATTENDANCE POLICY

REVIEWED DATE: OCTOBER 2026

1. Introduction

The New Horizon School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address frequent absences.

2. Absence Classification

2.1 Authorized Absence

An absence is classified as authorized when a child has been away from school for a legitimate reason and the school has received prior notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the school can mark an absence as authorized. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorized. It is **mandatory** to submit Medical Certificates/Other Certificates (if applicable) to the School Office for Authorized Absence.

2.2 Unauthorized Absence

An absence is classified as unauthorized when a child is away from school without the permission of both the school and the parent. Therefore, the absence is unauthorized if a child is away from school without a good reason, even with the support of a parent.



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Updated Clause: If a student is absent and fails to produce a valid leave letter on the next day of returning to school, the absence will automatically be classified and marked as an **absence without an excused, proper reason (Unauthorized Absence)**.

3. Absenteeism Escalation & ERP Protocol

3.1 Daily Absenteeism Action Steps

When a student is identified as absent, the school will strictly enforce the following multi-step intervention protocol:

1. **Teacher Reporting:** The designated teacher will record and report the absence immediately upon taking attendance.
2. **8:00 AM Follow-Up Call:** By 8:00 AM, the teacher will make a direct phone call to the parent/guardian to verify the reason for the absence.
3. **Leave Letter Collection:** On the next day of the student's return, the teacher will collect a formal leave letter from the student.
4. **Final Classification:** If no leave letter is submitted upon return, the absence will be permanently logged as an absence without an excused, proper reason.

3.2 ERP Implementation for Repeat Absenteeism

To effectively track and address repetitive absentee cases, the school utilizes an integrated ERP tracking framework:

- **Tracking Repeat Cases:** The ERP system automatically logs and flags repetitive patterns of absenteeism for administrative and counseling interventions.
- **Editable Post-Submission Remarks:** To maintain dynamic and accurate records, the Teachers' ERP interface includes a dedicated **Remarks Column**. This column remains completely **editable after submission**, allowing teachers to update notes as new information (e.g., late-coming explanations, retrospective medical updates, or parental communication logs) becomes available.

4. Roles and Responsibilities

4.1 Role of the Pupils

All pupils will:

- Ensure that they attend school regularly and on time by 7.20 a.m. (own transport) or join online classes by 7.25 a.m.
- Follow correct procedures for known absences and submit documentation promptly.



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- Not leave the school premises/online class without permission.

4.2 Role of Parents

We ask parents to:

- Contact the Class Teacher as soon as possible via phone, text (WhatsApp), email, or letter to officially inform them of their ward's absence.
- Provide a **Medical Certificate** from an Authorized Medical Practitioner for the leave to be formally granted by the school.
- Ensure students provide the physical leave letter to their teacher the immediate next day following an absence.

4.3 Role of the Class Teacher

We ask Class Teachers to:

- Ensure that registers are correctly and promptly marked in the ERP portal.
- **Execute the 4-step absence protocol** (Report, call at 8:00 AM, collect leave letter next day, and classify accordingly).
- Utilize the **Editable Remarks Column** in the ERP to update context on repetitive absentee cases or note parental feedback post-submission.
- Make initial contact with parents when attendance concerns arise.

4.4 Role of the School

As a school we:

- Develop procedures that enable the school to identify, follow up, and record unauthorized absence and patterns of absence with effective monitoring and intervention via the ERP system.
- Maintain data integrity regarding long-term and intermittent absenteeism trends.



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4.5 Role of the School Counselor

The School Counselor will:

- Periodically review the ERP data concerning absentee repetition cases.
- Initiate a phone call, send official warning/support letters, or host a joint meeting with the Parent and Class Teacher to resolve underlying issues preventing attendance.

5. Conclusion

Achieving excellent school attendance requires seamless collaboration between home and school. Through clear accountability structures and real-time ERP data tracking, New Horizon School ensures that every student is supported, monitored, and given the best possible framework to succeed.

Approved By: Mrs. Vishnu Vandana