

Attendance and Late Arrival Policy “Every Day Counts”

1. Rationale

Regular attendance is fundamental to academic achievement and holistic development. Absenteeism leads to learning gaps and reduces the chances of academic success. Therefore, students are expected to attend school regularly and punctually to ensure consistent learning progress.

2. Admission and Attendance Registers

Galileo International School maintains two statutory registers for every student:

a. Admission Register:

- Contains personal and academic details, including the date of admission, parent information, and previous schooling.
- **Expected First Day of Attendance:** The student will be entered into the Digital Campus and register from the agreed-upon start date. If the student does not report on that date, the school will investigate the reason.
- **Deletions:** Students absent for 30 consecutive days without notification or who fail to pay fees may be removed from the register after notifying parents and the Ministry of Education (MOE).

b. Attendance Register:

- Maintained for all students and updated daily by class teachers during the first period.
- Absences must be accounted for daily, and unexplained absences will be followed up by the class teacher.
- Records must be preserved for three years.
- Entries will reflect: present, absent, or late status, with additional details stored in the student’s file.
- In case of a fire, hard copies with updated attendance will be taken to the assembly point.

3. Reporting to the Ministry of Education

The school will report:

- 30 days of unauthorized absence
- Student deletion without confirmed transfer to another school

4. Electronic Attendance System

- Automatically backed up and stored for a minimum of 3 years.
- Absent lists are published by the administration team who:
 - Ascertain the reason for absence

- **Initiate safeguarding actions**
- **Verify whether the absence is excused**
- **In case of absence, students must inform their class teacher through the Digital Campus platform or the school's official email ID**
- **Students with 100% attendance will be awarded a merit certificate**

5. Minimum Attendance Requirement

To pass the academic year, students must maintain at least 75% attendance over both terms. Refer to the school's Pass/Fail Policy for detailed criteria.

6. Late Attendance Policy

Galileo International School aims to develop responsible global citizens by promoting punctuality and time management:

- **Students arriving after 7:15 a.m. will not be allowed to attend class without the Principal's written permission.**
- **Habitual lateness without valid reason will result in Late Detention.**
- **Valid exceptions include medical appointments (with documentation) or prior approval from school administration.**

7. Early Leave Policy

- **Early departures are restricted to valid medical appointments only.**
- **Parents must present the appointment card at the gate to collect their child early. No other reasons will be accepted.**

8. Parent Access and Supervision

- **Parents are not allowed to enter classrooms during school hours, including during drop-off and pick-up.**
- **Parents must not wait in front of classroom doors before 1:00 p.m.**
- **Staff Duty Hours: 6:45 a.m. – 2:00 p.m.**
Students arriving before 6:45 a.m. must wait in the designated area.
- **Parents wishing to meet teachers must book appointments in advance.**
- **Students must be collected by 1:00 p.m. unless prior consent has been granted. The school will not be responsible for any students remaining on campus after 2:00 p.m.**

9. School Gate Timings

GATE 1

- **Entry: 6:30 a.m. – 7:15 a.m.**
- **Dispersal:**



EMPOWERING LEARNERS FOR LIFE

- **KG: 11:15 a.m. – 11:30 a.m.**
- **Grades 1–10: 1:00 p.m. – 1:30 p.m.**

GATE 2

- **Entry: 6:30 a.m. – 7:15 a.m.**
- **Dispersal: 11:30 a.m. – 1:00 p.m.**

Note: All gates close at 7:15 a.m. sharp. Late arrivals will require Principal's approval to enter class.

This policy is implemented to ensure student success, school discipline, and compliance with the Qatar Ministry of Education and Higher Education regulations.

