



JEDDAH PREP AND GRAMMAR SCHOOL

Attendance and Absence Policy

Education is a long-term process which requires commitment over time. Regular attendance of School is essential for good academic progress, and thus Jeddah Prep and Grammar School expects pupils to attend in this fashion. It is clearly the responsibility of parents to ensure that their children do attend School, and to recognise that significant absence may bring their child's education and place in the School into jeopardy. Furthermore, it is not helpful for 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 whilst away.

We require parents to comply with the following points:

- Parents must do all in their power to ensure that their child or (children) attend school each school day;
- Parents must provide 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 should seek permission **IN ADVANCE** to remove a child and explain why they wish to do so. A pro-forma is available for this purpose (please see below).
- Non-educational related absences will be recorded as acknowledged but not authorised

Consequences of attendance problems are listed below:

- Absence levels of above ten days (not including short-term illness) in an academic year will lead to review by the relevant Head of School;
- If it is felt that reasons for absence are unsubstantial, then a child's place in the School may be called into question;
- If a pupil's attendance is less than 80% in one academic year the pupil may be asked to repeat the year.

- It is often not possible to set or provide work for pupils who are absent, particularly when they are very young and their lessons increasingly depend on a high level of teacher involvement.

Registration of Attendance

Pupil attendance is recorded in the morning at Registration on the SIMS data management system; registration takes place each morning following arrival. Pupils arriving after this time must report to Reception to be registered. Jeddah Prep and Grammar School is a secure campus, and pupils may not leave the school premises without written permission during school hours.

In case of absence due to illness, parents should call the office after 7.30am and before 9.00am on the morning of pupil's absence. The PAs to the Heads of Schools will call home if no call has been received. Upon returning to school after any absence, a note explaining the circumstances should be handed to the Class Teacher and/or Tutor. If a pupil is absent for three days or more due to illness, a doctor's certificate is required upon his / her return to school.

Planned Absences

Medical visits, visa interviews and other appointments should be planned outside the school day. However, if it is necessary to leave school early on a particular day, the Class Teacher/Tutor must be informed at least a day in advance, and a parental note explaining the circumstances should be submitted at reception.

If a pupil has permission to leave school during the school day they must sign out when they leave and sign in when they return. The signing out book can be found at reception.

If a pupil is going to be absent for an extended period of time due to personal circumstances, parents should contact the school to discuss the matter with the Class Teacher / Form Tutor and ask for the Headmaster's approval. It is the pupil's responsibility to obtain and make-up work and assignments missed when absent. **Absence due to extended vacations or family trips during school time is strongly discouraged.** A pupil must have regular school attendance; in case of absence due to unauthorised circumstances if a pupil's absence is less than 80% in one academic year the pupil may be asked to repeat the year. Calendar dates must be respected and followed accurately so pupils do not miss curriculum time.

We recognise that some of the exigencies of life in Saudi Arabia, particularly business trips, create challenges for some families, but, with our term dates traditionally based around a number of weeks at the end of the Autumn and Spring Terms and the long

summer holidays, we would expect the vast majority of families to be able to accommodate their own holidays outside term dates.

Please find the Pupil Leave of Absence Form attached in the appendix. This should be completed and submitted to the School as required.

Issued: March 2022 Reviewed: February 2025	Reviewer: Headmaster, SLT
Date for Review: March 2025	Approved: Governing Body



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Leave of Absence Request Form – Pupils

While the School does not approve of pupils 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 the Headmaster.

Pupil Details

Name: Class/Form:
m:

Name: Class/Form:
m: ...

Dates of Leave Requested

Start Date: End Date:
Number of academic days requested:

Reason for leave requested:

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(Please attach any relevant documentation)

Parent Signature: Date:

School Decision

Head of Prep: Date:

Head of Grammar: Date:

Comments.....
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Headmaster: Date: