



WESGREEN INTERNATIONAL SCHOOL

Policy: Student Attendance and Punctuality

Policy No. W005

1. Purpose

The intent of this policy is to clearly define expectations of student attendance and punctuality to school.

2. Scope

This policy applies to all Wesgreen Students.

3. Policy

3.1. According to the Ministry of Education, a student must not remain absent from school for more than 10 consecutive days or 15 days in total during an Academic Year. Failure to abide by this rule will result in a student repeating the same Grade or being expelled from the School.

Primary and Secondary Schools

- 3.2. In order for our students to thrive in the school environment it is essential that a good morning routine is established. Students should be in school at least ten minutes before the morning line up. All students are expected to attend the morning line-up where the school day starts with the Quran recitation, the UAE National Anthem and important announcements.
- 3.3. For uniformity, discipline, and well-being of our students, the school gates will open at 7:00am. The students will be permitted to go inside only after this time, when we have adequate supervision available.
- 3.4. The main gates will be shut again at 8:15am sharp. The students arriving after this time should return home, unless permission is granted by the respective Head of School considering there is a genuine reason, including but not limited to, extreme weather, heavy traffic jam causing a delay for the entire school community, or, an accident on the way to school.

Primary School

- 3.5. Primary School home-time is as follows from Sunday to Thursday:
- a) KG1 and KG2: 8:00am (*line-up*) to 1:30pm
 - b) Grades 1 to 4: 7:45am (*line-up*) to 2:30pm
- 3.6. **KG1 and KG2:** Arriving late to school often causes our young students distress and anguish which can disrupt the entire class for the remainder of the day. Students will be marked late for the day if they arrive after 8:00am and **will not** be permitted to enter the school if they arrive after 9:00am, unless authorized by the Head of School.

Secondary Schools – Grades 5-13

- 3.7. Secondary School timing is from 7:45am (*line-up*) to 2:30pm from Sunday to Thursday.