



GIS Student Absence Form 2019-2020

Please note: According to KHDA regulations, student attendance is rated as per the following:

VERY WEAK	WEAK	ACCEPTABLE	GOOD	VERY GOOD	OUTSTANDING
Less than 90%	91 - 92 %	92 - 93%	94 - 95%	96 - 97%	98 - 100%
18 days or more absent per school year	16 -17 days absent per school year	12-15 days absent per school year	8-11 days absent per school year	5-7 days absent per school year (minimum expectation for all students)	4 days or less absent per school year

Date	Student Name	Class
Date of Absence		
Start Date _____ Return Date _____ Total number of school days missed _____		
Reason for absence during term time: (please provide as much information as possible) ----- ----- -----		
Declaration - I understand that keeping my child off school for a longer time than agreed without authorization will result in an unauthorized absence from school being recorded on my child's file.		
Parent/Guardian Name _____		
Parent/Guardian Signature _____		
The following will be taken into consideration before authorization is given:		
<ul style="list-style-type: none"> • Student's previous attendance history, including early pick-ups • Age of Student • Nature of / reason for absence 		
Note: If a student misses more than 10 days in a semester or 20 days in a year, the school reserves the right to retain a student if the absences have affected their academic progress.		
For School Use Only		
Number of days absent so far: _____		
Details of previous leave requests: (no. of days, reason, authorized/unauthorized, date of return) _____		
Homeroom Teacher's Signature _____		Head of Primary/Secondary Signature _____
		Authorized <input type="checkbox"/> Unauthorized <input type="checkbox"/>

THIS FORM SHOULD BE SUBMITTED TO THE STUDENT'S HOMEROOM TEACHER ON THE FIRST DAY BACK IN SCHOOL.