

The American School of Egypt



Attendance Policy

**Adoption August 2023
&
Academic Year 2023/2024**

Absence

All days absent from class will count as absences – there are no excused or unexcused absences. Absences for medical reasons are still counted as absences.

Students should be especially careful about missing classes for any reason as prolonged absences may affect learning new concepts which will eventually affect grades.

Planned Absences

The dates of the school vacations are published at the beginning of the year. We encourage parents to plan family vacations within these dates.

Students should not plan to leave school for matters such as medical appointments or early travel plans. It is important that such plans are scheduled out of school hours.

In the event that an early dismissal is unavoidable, prior approval should be issued by the Headmistress in advance and a written note should be brought to the School Office first thing in the morning on the day of the early dismissal.

In instances of commitment to national competitions via sporting clubs, an official letter stamped by the club must be provided.

Students who are participating in a school sponsored event or activity are expected to be in attendance the day of the event or activity.

How to inform the school of absences?

Unplanned Absence – Parents should call or email the class teacher or tutor prior to 8:30 am on the day of the absence to notify the school.

Planned Absence – Parents should submit a written request to the headmistress for approval at least two weeks prior to the first day of the planned absence.

- Homework will be available prior to the planned absence and is due within five days of return to school.
- All quizzes and tests that are missed must be made up within one week of the return to school.

Absences/Accumulated Absences

Students' absences are recorded on a daily basis.

Students who miss more than 20% of the total number of school days in a quarter will not receive a report card for the quarter.

Students absent more than 20 days may be required to attend summer school enrichment program.

ASE Lateness Policy

- Students arriving after 8:10AM will be considered late.
- We understand that occasionally students may arrive late because sometimes it is unavoidable. However, it is important to recognise that regular lateness interferes with a child's education and it also disrupts the learning of others when a child arrives late to class.
- If the frequency of a student's lateness becomes a concern, the teacher/tutor and headmistress will communicate with the family.
- This will result in the development of an agreed action plan that is designed to support the child with arriving the school on time.
- Both lateness and attendance will be included on a child's Progress Report and can impact on a child's overall performance and attainment,