

# **Pakistan Islamia Higher Secondary School, Sharjah**



## **Attendance and Tardiness Policy (2025-2026)**



**Attendance Matters**

**Every student, every day**

## 1. Importance of School Attendance

Improving attendance is everyone's responsibility because it affects the school and students' overall performance. Good attendance begins with the student's willingness to go to school and learn because they enjoy learning and growing. Regularity in attendance demonstrates that students are receiving the best possible learning outcomes as well as experiencing personal and social skills. The students who attend school regularly are generally more contented and happier than the ones who often stay outside the school. Regular attendance students not only learn academically but also socially and culturally which enhances their abilities to grab life opportunities.

## 2. Importance of School Attendance at PIHSS

PIHSS highly believes in the relationship between student attendance and student achievement. The school has a strong belief that teacher effectiveness is linked to student regularity and punctuality in the lesson and poor attendance leaves serious implications on the later student learning outcomes. PIHSS tries its best to provide a conducive environment to the students where they feel themselves being surrounded by kind teachers and supportive friends to enhance their learning potential. Attendance in PIHSS is important for several reasons:



- ✓ Students' academic achievement and well-being
- ✓ Positive peer relationships
- ✓ Better physical and mental health
- ✓ Successful transition towards adulthood
- ✓ Learning experience for economic and social participation
- ✓ Development of constructive habits
- ✓ Social and emotional development in later life
- ✓ Learning discipline, management, and accountability
- ✓ Experiencing better life satisfaction and stability

## 3. Sharjah Private Education Authority (SPEA) Attendance Guidelines

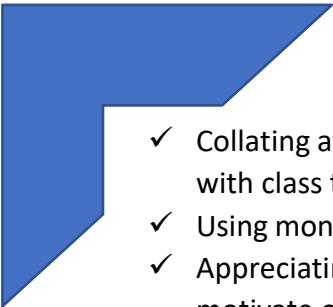
PIHSS demonstrates compliance with the SPEA guidelines on attendance and punctuality through five major Judgment factors from 'outstanding' to 'weak and very weak.' The school

tries every possible to maintain the graph of attendance while aligning with the SPEA standards. These are:

Judgment Factor	Percentage
Outstanding	98%
Very good	96%
Good	94%
Acceptable	92%
Weak and Very weak	Less than 92%

#### 4. Responsibilities of Section Heads at PIHSS

At PIHSS, section heads have been assigned duties to ensure attendance, promote good attendance habits in students, and monitor and supervise all the mechanisms closely. The prominent responsibilities of section heads include:



- ✓ Collating attendance and punctuality data sheets every month and share with class teachers to cross-check and validate the data
- ✓ Using monthly attendance display to raise awareness for 100% attendance
- ✓ Appreciating the regular and punctual as “student of the month” to motivate others to do the same
- ✓ Ensuring all teachers, students, and parents are familiar with the SPEA judgment factors about attendance
- ✓ Developing strategies and activities that raise the levels of attendance throughout the school
- ✓ Maintaining student absence and lateness records daily
- ✓ Identifying any emerging patterns that affect attendance and where actions are required
- ✓ Identifying students who are at risk of missing education

#### 5. Responsibilities of Parents at PIHSS

PIHSS has a clear policy on parents' responsibilities for their children's attendance side by side with the school. The school expects the following responsibilities from parents as stakeholders which are:



- ✓ helping their children to learn the value of regular school routine
- ✓ Collaborating with the school in ensuring 100% attendance of their children
- ✓ Making their children realize that absence is non-negotiable unless there is a sickness or some urgent work
- ✓ Contacting the school through different digital platforms provided to them and get updates about their children's attendance
- ✓ Building relationships with other parents to discuss how they can help each other in maintaining attendance or in times of need or any emergency
- ✓ Scheduling family vacations by coinciding with the school's scheduled breaks
- ✓ Informing school on the first day of an absence if their child is unable to attend school
- ✓ Staying updated with the school attendance portal to know about their child's attendance record or any discrepancy that needs to be addressed
- ✓ Encourage their children to take part in extra-curricular activities, which can motivate them to attend school regularly and learn while having fun
- ✓ Inform the relevant person on the day when their child is absent with the valid reason to stay at home
- ✓ Informing the school if the child is sick for more than two days and must bring a medical certificate for their doctor on the next joining day
- ✓ Working with the school as a counterpart to resolve attendance issues and ensure good attendance and punctuality

## 6. When to Keep Your Child at Home?

There are some exceptional reasons when a student needs to stay at home and then join the school the next day with a healthy body and healthy mind. These exceptional reasons are:

Reason	What to do?
Fever	The students must stay at home in case of a high fever
Nausea	The nausea symptoms are often sudden and need immediate help so a student must stay at home and take rest at least for 24 hours

Infection	Infections are often passed from child to child so children must stay home until the symptoms go away completely
Broken bones	In case of a broken bone, the parents must notify the school doctor and nurses as well so that after rejoining, the child can be taken care of by the school
Muscular pain	Children often feel muscular or joint pain from running and sometimes light falls on the ground. If the pain remains for more than 24 hours, the child must stay at home and take proper rest until the pain goes away.

## 7. Unauthorized Absence

The school has an established policy in case of an unauthorized absence which is invalid and non-justifiable.

Parents keeping children outside the school for:

- Birthdays
- Picnic parties
- Shopping
- Haircuts
- Unexplained absence
- Late arrivals after the school timing
- Long absence even after getting healthy after sickness or illness
- Unauthorized holidays by the school administration

## 8. Leave Procedures at PIHSS

PIHSS has a systemic leave procedure to assist students in the time of emergency or any other need. It can be followed as:

**Leave application is submitted to the class teacher**



**The class teacher submits this application to the Vice Principal, who assesses the nature of the leave or absence**



**Vice Principal submits this application to the Principal for the final signature of acceptance or rejection on the basis of the nature of leave and its validity**

## **9. Clarity of the Attendance Policy for the Staff**

At PIHSS, the whole staff follows a clear policy of attendance and tardiness to contribute to the school's overall success. The staff is aware that attendance is the motivating factor for the stability of a successful school culture, and the school has some clear expectations from them as stakeholders in the whole process. The expectations from the staff are as follows:



- ✓ The school does not accept any negotiations on the tardiness and long absentees that undermine students' overall academic performance
- ✓ There is no place for staying at home without a genuine reason or without notifying the teachers, section heads, and the school administration
- ✓ The school has a clear guideline to contact parents through digital media to ask about the first day of uninformed absence and take follow-ups if the absence is prolonged
- ✓ The school strategically analyzes students' attendance data through the portal and targets attendance improvements
- ✓ Attendance expectations are applied to all staff as well as the students

## **11. Long Absence Procedures at PIHSS**

PIHSS has a systemic long absence procedure to assist students in times of emergency or any other prolong absence. It can be followed as:

If a student is absent for a week without prior information or the school is unable to contact to him or her



A warning letter is sent to the parents' mailing address



If he or she does not show up on time



A second warning letter is sent to the parents' mailing address, and a time of 4 or 5 working days is given to report to the school



If there is still no step is taken by the parents, the student is struck off with a thorough discussion with the principal



In the final stage, the student's name is removed from the register and the online attendance portal

## 12. Student Struck-off Procedure

The school reserves the right to strike off any student missing school for 15 consecutive or 22 non-consecutive days.

## **13. Communication of the Policy**

This policy will be communicated to our school community in the following ways:

- ❖ Publicly available on our PIHSS school website
- ❖ Discussed and finalized by the staff meetings as required
- ❖ Including policy guidelines in the admission and enrollment process
- ❖ Shared annually on our school website

## **14. Policy Review**

The policy will be reviewed annually, and any deficiencies or weaknesses in the attendance procedure of leave and absence arrangements will be negotiated and remedied effectively without delay.

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