



Dear Parents,

Our school expects all students to be in attendance for **every school day** of the year as each day brings something new academically and socially.

As per our absence policy, students are expected to present an excuse in case of their absence, whereas unexcused absences are strictly prohibited.

Types of absences are:

Excused: (No consequences)

An absence due to sickness, doctor's appointment, or serious illness of a family member, or when a parent takes the student out of school with the administration's **prior** knowledge and approval.

Unexcused: (with potential consequences)

An absence in which the student did not present a valid excuse. A mark deduction from Participation will be recorded on the student's transcript.

In case of excessive unexcused absences, a letter will be sent informing the parent, which is meant to serve as a warning for the student that her attendance is becoming an issue.

❖ **Absence During Quizzes and Tests**

A compelling excuse is required if a student is absent on the day of the assessment. The compelling excuse is to be presented to Mrs. Dima Damati.

A makeup assessment will be assigned at a mutually convenient time by the subject teacher.

If the student failed to provide a valid reason, the student will lose:

- a) 5% of the total mark of the makeup exam for the first absence
- b) 10% of the total mark of the makeup exam for the second absence
- c) 15 % of the total mark of the makeup exam for the third absence

School Administration