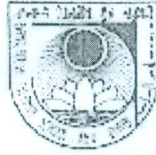


**SHAIKH KHALIFA BIN ZAYED
BANGLADESH ISLAMIA PRIVATE SCHOOL**

ABU DHABI EDUCATIONAL COUNCIL
(Licence No. 10911 Dated 11/10/2007)
P. O. Box : 817A, ABU DHABI, UAE
Tel. : 02-4446804, Fax : 02-4446899
Email : bdschool82@yanoo.com
School Est. No. : 9118



مدرسة الشيخ خليفة بن زايد
البنغلاديشية الإسلامية الخاصة ز.م.م.
مجلس أبوظبي للتعليم
الرقم 817A - ب.ص. أبو ظبي
الإمارات العربية المتحدة
الهاتف : 02-4446804 - فاكس : 02-4446899

Letter No. BISC/PL/562 رسالة رقم

Date 08-06-2017 التاريخ

STUDENT ATTENDANCE POLICY

Our School's Policy is to maximize the attendance and punctuality of all students to ensure that they do not miss any learning opportunity at school. Our efforts are directed towards the achievement of the following goals:

Goals:

1. Ensuring a high percentage of students' attendance which contributes to higher academic achievement.
2. Avoiding late coming to school.
3. Discouraging absence during exams as well as regular classes.
4. Preventing students from taking days off before and after any vacation.
5. Preventing unauthorized absences.

Rules and Regulations:

1. Students should attend school on every school day.
2. Students should arrive at school by 7:45 a.m. and attend morning assembly.
3. Parents/Guardians should ensure that their child/children attend school every school day and arrive on time.
4. Students coming after 8 a.m. will be allowed to attend classes with a permission slip from the office.
5. Late comers who repeatedly arrive late will be given a Warning Letter, and if found late for 3 consecutive days, then he/she may be suspended from school for 3 days.
6. Students must submit sick leave in case of medical emergency.

Mir Anisal Hasan
Principal
SKBZ Bangladesh Islamiya School
Abu Dhabi - U.A.E.



**SHAIKH KHALIFA BIN ZAYED
BANGLADESH ISLAMIA PRIVATE SCHOOL**

ABU DHABI EDUCATIONAL COUNCIL

(Licence No. 102/1 Dated 1/10/1990)

P. O. Box : 8174, ABU DHABI, UAE

Tel : 02-4446004, Fax : 02-4446889

Email : bdschool90@yahoo.com

School Est's No: 9116



مدرسة الشيخ خليفة بن زايد
البنغلاديشية الإسلامية الخاصة د.م.م.
مجلس أبوظبي للتعليم
البحرین رقم 102/1 بتاريخ 1/10/1990 م
ص.ب : 8174 - أبو ظبي
الإمارات العربية المتحدة
تلفون : 02-4446004 - 02-4446889

Letter No...BISC/PL/562 رسالة الرقم

Date 08.06.2014 التاريخ

7. Teachers will keep record of daily attendance data including timely and late arrivals to school.
8. Teachers will inform the parents immediately in case of skipping classes without permission from school authority.
9. Parents/Guardians must submit an application (indicating reasons for a student's absence) for prior permission to the school authority in case of absence from school, for particular day/days. The school may expel a student in case there is an unauthorised absence for ten days continuously, or fifteen days non-continuously during the academic year. The school would send three warning letters, before an action is taken, such that a warning is sent every three days. The expulsion order may be issued by School Principal and approved by ADEC, and the guardian will be informed.
10. Parents and Guardians who wish to take leave for several days will inform the school authority at least 7 days before the commencement of scheduled leave.
11. Students/Parents/Guardians will be responsible for contacting for school administration to know about assignments/tasks given during the student's period of absence.
12. Students/Parents/Guardians will be responsible for completing and submitting all the assignments/tasks to the relevant teachers, shortly after returning from the absence.
13. Parents/ Guardians should ensure that family vacations take place during scheduled school holidays.

Mir Anisul Hasan
Principal
1027 Bangladesh Islamiya School
Abu Dhabi - U.A.E.



